

**From:** Rice, Shanon  
**Sent:** Tuesday, May 12, 2026 1:23 PM  
**To:**  
**Cc:** Arnold, Noelle <noelle.arnold@oregonstate.edu>  
**Subject:** OLV Summer Enrollment Deadline

Hello \_\_\_\_\_,

I wanted to send a quick follow-up regarding your child's summer enrollment with Our Little Village (OLV). We are currently finalizing classroom placements and wanted to check in, as we have not yet received your completed [Procure](#) enrollment.

In order to maintain your priority registration status, enrollment will need to be completed by **May 15th**. After that date, any remaining openings will move to a **first come, first served** process.

If you are still interested in summer care with OLV, please complete the Procure enrollment as soon as possible. If you have any questions or need assistance with the process, please don't hesitate to reach out.

We truly look forward to the opportunity to work with your family this summer!

Warmly,

**Shanon Rice, MAT**

Director - Our Little Village Early Care and Education Center

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