

August 2016

Dear Parents,

Welcome to the Before and After School Program! The staff look forward to providing your children with the best possible care and ensuring a positive and safe environment in which your children can grow.

We look forward to visiting with you on August 15th. Please stop by the gym to meet our staff. At the beginning of the school year, you will receive your Family Handbook. In it you will find a section dealing with the established policies and procedures of the Before and After School Program. Please take special note of the details regarding "late pickup policy" and the "no drop in policy". Also, please note that if you select the full time program for your child, that it is a year long commitment. Be sure to read the program comparison on the back of this letter in order to see which program best serves your family's needs. If you have any questions regarding the program, please contact Charlotte Aldrich or me.

Attendance must be scheduled and paid for in advance. Payments are due on the last day of the month for full time program and the 15th of the month and the last day of the month for a la carte program (please see monthly calendar noting payments due). We need calendars filled out along with payments each month to keep accurate records. We are also requesting that every family consider photocopying their completed calendar (noting their child's dates of attendance) before turning it in with their payment. This should help minimize confusion regarding what days students were signed up for. If your child is signed up for a day and is absent, you cannot switch to another day.

Students who attend block B PM will NOT be required to supply their own sleeping mats to be used during nap time. We will provide these for them. Please send a small pillow and blanket to be stored in your child's cubby. These will go home on Fridays for washing. Also, we would like all parents to call the school before 1:00 pm any time they would like to make any transportation changes for students enrolled in Block C so that the carline dismissal can run efficiently and smoothly.

Attached are the August and September calendars. If you plan to use the Before and After School Program during the months of August and September, please turn calendars and payment in as soon as possible. Please staple your check to the calendars.

We look forward to another successful year. The Before and After School Program staff is committed to making this the best year ever. We hope that your children have a pleasurable and productive experience with us this year.

Sincerely,

Susan Leddy
Before and After School Program Coordinator

Before and After School Program Tuition Options

Which program is right for you?

	A la Carte Program	Full Time Program
Block A (6:30-7:40)	\$5.00 per day	\$720.00/annually
Block B AM (7:40-12:00) PM (11:00-3:15)	\$15.00 per day	\$2160.00/annually
Block C (3:15-6:30)	\$12.00 per day	\$1,725.00/annually

A la Carte Program

-Students attend only when needed (scheduling is done in advance on a bi-monthly basis please see cover letter or family handbook for details).

-Daily rate per block. Pay only for days needed.

-Payments dues twice per month for 1st and 2nd half of the month. Late fee of \$25 applies for payments received after due date (see monthly calendar).

Full Time Program

-Students attend 4-5 days per week (students are scheduled automatically 4 to 5 days per week as requested by parent upon registration).

-Annual rate per block. Monthly tuition is the same each month regardless of length of month or number of days actually attended.

-Payments due on the last day of the month for each month (unless a request for bi-monthly payments is made). Late fee of \$25 applies on the 2nd day of each month.