

**February
Newsletter
2019**

Extended Day

HAPPY VALENTINE'S DAY!

**Extended Day Phone
Numbers:**

Program Office

415 Elm St.

508-660-7361

- Elm Street School:

508-298-2662

- Old Post Road School:

508-660-7219 Ext 5851

Cell # 508-277-0695

- Fisher School:

508-850-7913

- Boyden School

508-850-5616

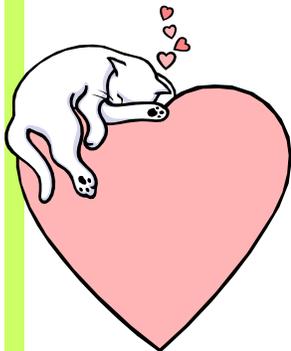
Fed ID# 046-001-334

Please remember to mail tuition
payments to our OFFICE address:

Extended Day Program

415 Elm Street

Walpole, MA 02081



Dates to Remember: February 15—Early release. Remember to pack a lunch and a drink for your child(ren).

FEBRUARY VACATION: February 19-22, No Extended Day Program. The Extended Day Program will hold **vacation camp** from Feb. 19-22 in the Fisher School cafeteria. If you or a friend are interested please call us at 508-660-7361.

Registration packets are available at each Extended Day site.

EMERGENCY INFO:

Please remember to notify the program of any changes in your work or home phone numbers, change of jobs, emergency authorization, etc., **immediately**. It is imperative that you keep us informed. Please give us numbers where you can be reached in case of emergency, early release, due to bad weather, etc. If you give a cell phone number, the phone should be on during Extended Day hours in case we need to reach you.

OPR PLEASE NOTE NEW EXT DAY PHONE NUMBER IS 508-6607219 EXT 585 | *****

SCHEDULE CHANGES:

Requests for changes must be made one week before the first of every month. Due to February vacation, please make requests for March schedule changes on or before 2/15/18. Please note: Per our policy, all schedules are month long. For the safety and security of your children, you cannot change the schedule or switch days during the month. **Also, please remember that as per the contract you signed, we require one month's notice of withdrawal from the program.**

SCHOOL CANCELLATIONS: Please check The Walpole Public Schools Web for information.

When there is no school due to weather, heating failure, etc., there will be no Extended Day Program. **A.M. Delay:** When there is a delay, the Extended Day Program will be delayed by the same amount of time. As per our policy when all afternoon activities are cancelled, the program will be open. We will, however, close at 4:00 p.m. to assure that everyone arrives home safely. If there is an unscheduled early release due to an emergency there will be no Extended Day Program. You will be notified and your contingency plan will be implemented.

ABSENCES: Please remember to inform the site coordinator if your child will not be attending the Extended Day Program. Call and leave a message if no one is there.

TUITIONS: All tuition bills are e-mailed to you. Please remember to pay your tuition bill by the first of the month. Per our policy, please include the \$20.00 late fee charge if your payment was submitted after the five day grace period. We totally rely on paid tuitions for our operating costs. Therefore, it is important that payments are made on time.