



Chester Elementary School
325 Middlefield Rd, Chester, MA. 01011
413-685-1360 (Phone) · 413-354-9618 (Fax)

MEGAN COBURN
Principal

DARLENE REHOR
Assistant Principal

May 23, 2018

Dear Chester Families,

Due to the high interest, we are going to offer a Wrap Around Program at Chester for the 2018-2019 school year. In the past, we were unsuccessful due to a lack of commitment from families. Our hope is that with the advanced notice more families will take advantage of the service.

We are hoping to have families sign-up now if they know they will be using the Wrap Around services next year. This will help us with planning and staffing, while also ensuring that we have enough participants to sustain the program. Parents will also be able to sign-up in the fall, however if you know now that you will be utilizing it, please let us know by filling out the attached registration form.

We are working really hard to make this program a success and provide our families with a quality program.

If you have any questions, please email me at mcoburn@grsd.org

Respectfully,
Megan Coburn
Principal

Chester Elementary Wrap Around Program Information

The Wrap Around program services Chester Elementary students and parents. It operates Monday - Friday from 7:30-8:45am and 3:20-5:00pm. It provides a safe environment for students at a minimal cost. Mrs. Tammy Sanderson is the Director of the program. Activities of the after school program will include homework help, projects and structured free play. Children must bring their own snack.

Cost for the Wrap Around Program is listed below. If your child is picked up after the 5:00 deadline, a late fee of \$5.00 for every five minutes the child is at Wrap Around past 5pm will be charged. Payment is expected every Friday. If payments are not received on time, you will be sent a bill in your child's Red Folder. If your unpaid balance exceeds \$40 your child(ren) will not be allowed to return until your payment is received in full.

# of Children	AM per day 7:30-8:45am	PM per day 3:20-5:00pm	Both per week 7:30-8:45am and 3:20-5:00pm
1	\$5	\$9	\$70
2	\$10	\$18	\$105 (25% Discount)
3 or more	\$15	\$27	\$145 (30% Discount)

The after school program is available to any student on any day it is offered. Please send in a note or contact the school office requesting that your child be sent to the after school program. In order to prepare for this program, if you know you are going to use it on a regular basis, please let the office know which days and we will include them on the permanent after school list.

*****The after school program WILL NOT be open on Early Release Days, Half-Days or Snow Days.*****

All students must be pre-registered in order to attend. (please submit attached Registration Form.)

THE WRAP AROUND PROGRAM WILL OPEN ON AUGUST 29TH

**Chester Elementary Wrap Around Program
Registration Form for 2018-2019 School Year**

CHILD NAME: _____ GRADE _____
 CHILD NAME: _____ GRADE _____
 CHILD NAME: _____ GRADE _____

HOME PHONE # _____ CELL # _____
 ADDRESS: _____

**IN THE EVENT OF AN EMERGENCY, PLEASE PROVIDE THE FOLLOWING INFORMATION:
 AT LEAST TWO EMERGENCY CONTACT NAMES:**

- 1) _____ PHONE _____
- 2) _____ PHONE _____
- 3) _____ PHONE _____

**** MEDICAL AILMENTS OR CONCERNS PLEASE LIST ON REVERSE SIDE OF THIS FORM. ****

RELEASE FORM:

I, parent/guardian of _____ do hereby release the Chester Elementary School and its agents and employees from any and all liability in my child's participation in the after school program sponsored by Chester Elementary School.

Parent/Guardian Signature: _____, Date: _____

Your fee will be due on Friday of each week.
YOU MUST PROVIDE AN AFTERNOON SNACK

**PLEASE PROVIDE NAMES AND PHONE NUMBERS OF PERSONS ALLOWED TO PICK UP
 YOUR CHILD**

NAME _____ PHONE _____
 NAME _____ PHONE _____
 NAME _____ PHONE _____

PLEASE CHECK THE DAYS AND TIMES THAT YOUR CHILD WILL BE ATTENDING

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30-8:45 AM					
3:20-5:00 PM					
BOTH AM & PM SESSIONS					

**CHESTER ELEMENTARY SCHOOL
AFTER SCHOOL PROGRAM PAYMENT PROCEDURES & GUIDELINES**

- ★ All payments for the week, must be received by the end of the week for which your child has attended.
- ★ If your payments balance is overdue by more than \$40.00, your child will not be allowed to attend the After School program until payment is received in full.
- ★ There will be a \$5.00 charge for every five minutes the child is at the After School program after 5pm.
- ★ An administrative fee of \$10.00 will be charged for returned/bounced checks.
- ★ If the After School Program receives more than one bounced check, a bank check will be required for any further payments.
- ★ Any questions should be directed to Tammy Sanderson. She can be contacted by calling the school office at 685-1360 before 4pm.