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IMPORTANT INFORMATION - BEFORE & AFTER SCHOOL PROGRAM

February 20, 2013

Dear Families,

Our school is pleased to be able to offer our families a service to provide before (7:00-8:30 a.m.) and after school care (3:25-5:30 p.m.) to our students for reasonable fees. Along with the set user-fees, the program also issues "late pick-up" fees to families who do not arrive by 5:30 p.m. to pick up their child.

Regrettably, many families are consistently being issued late penalty fees for not following the schedule and picking up their child by 5:30 p.m. With this said, the School Board has issued a new policy to deal with the recurring habit of families who do not arrive by 5:30:

- **FIRST INFRACTION:**
→ Family receives a written warning that recurrence of this practice will result in suspension of your child using the *After School Program* for 1 month. (Late charges will still be incurred.)
- **SECOND INFRACTION:**
→ Family receives written notice their child is suspended from using the *After School Program* for 1 month. (Late charges will still be incurred)
- **THIRD INFRACTION:**
→ Family receives written notice their child is suspended from using the *After School Program* for the duration of the school year. (Family is responsible to immediately pay all fees incurred to date.)

It is unfair to expect our care providers to remain at school to supervise children later than 6:00 p.m. More importantly, your child has had a long and busy day at school, and is looking forward to going home with their family.

This policy will be effective immediately. I look forward to the continued cooperation of our families ensuring that all school policies are followed. If you require clarification on this new policy, please feel free to contact the school.

Sincerely,

Miss J. Gilbert, Principal