



Dear Parents/Guardians,

8-20-2009

I hope you are enjoying a wonderful summer with your family. As back-to-school quickly approaches, I'd like to draw your attention to a few items that will help start off the after school program smoothly.

Education Stations programming begins September 1, 2009 for grades 1 through 5. Kindergarteners start after Labor Day, on September 8th. There will be no programming Friday September 4th or Monday September 8th, in observance of Labor Day. We look forward kick off!

Registration for September attendance is closed as of August 27, 2009. The next enrollment period will be September 14th-25th, on a space-available basis.

Tuition is due by August 31, 2009 for September attendance. *If you have not done so already*, please send a check to Central Administration, 360 Lynn Fells Parkway Melrose, MA 02176. As outlined in the handbook, a late fee of \$25 will be assessed if payment has not been received by September 1, 2009. **Students will not be able to attend after September 3rd if full tuition has not been received.**

In addition to the registration sheets, another form is necessary to complete enrollment. The "*behavior contract / handbook acknowledgement / media release*" form is actually just one sheet of paper that serves those three purposes. If you pre-registered your student, a hard copy of this form was mailed to you in July. Please take a moment to complete and return this form, *if you have not done so already*. If you are reading this notification as an email, the form is attached for your convenience. A **completed hard copy** of this form needs to be on file for your student(s).

If you would like to change your student's weekly schedule, please complete a *30-day notice form* and email to educationstations@melrose.mec.edu. As a reminder, you may pre-register for drop-in days using this form as well.

New information regarding enrichment activities, program staff, site contact phone numbers and email addresses is available at www.educationstations.com. If you use a Mac or Internet Explorer 8, you may not be able to properly view the website. This issue is currently being addressed, and I apologize for any inconvenience.

Links for the "*behavior contract / handbook acknowledgement / media release*" form, the handbook, and the 30-day notice form are available on the homepage for Melrose Public Schools and at www.educationstations.com.

Thank your for participating in the program. Please feel free to email any questions to educationstations@melrose.mec.edu. I look forward to a fantastic first year!

Sincerely,

Heather Josephson
Program Coordinator