



Coloma Elementary School

John Klein, Principal
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Coloma Intermediate School

Karra Hafer, Principal
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August, 2018

Dear Coloma Elementary and Intermediate Families,

We are proud to announce that we are once again offering our free before and after-school program for our K-5 families for this school year. We will begin our before school program on Tuesday, September 4, 2018 (the first day of school) and continue throughout the school year. After care begins Wednesday, September 5, 2018. **We are unable to provide after school care on half-days.** For our Late Start days we will provide an opportunity to drop your children off in the morning for a small fee (\$5/child, \$10/family). This program will be offered only at the Alwood Gym (Intermediate School) for K-5 students.

Parents must register their child/children in advance. Drop off time will be between 7:00 a.m. and 7:50 a.m. each morning, and pick up can be between 3:45 p.m. and 5:15 p.m. each afternoon.

If you would like your child/children to participate in the before/after school program, please complete the form below, review the program rules on the back of this form and return to the school office. Your child may start after we receive the signed form.

John Klein
 Principal, Coloma Elementary

Karra Hafer
 Principal, Coloma Intermediate School

_____ Yes, our family would like our child/children to participate in the Before and After School Program.

Student Name/s:

_____ Grade Level _____

_____ Grade Level _____

Check all that apply:

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off only 7:00-7:50 a.m.					
Pick Up only 3:45-5:15 p.m.					
Both am & pm					

Late Start Wednesdays
 Drop off at Alwood Gym 7:00-9:30 am
 Late Start Dates: 9/12/18 9/26/18 10/10/18 10/24/18 11/14/18 11/28/18 12/12/18
 1/16/19 1/30/19 2/13/19 2/27/19 3/13/19 3/27/19 4/17/19
 \$5 per student or \$10 per family 5/1/19 5/15/19

_____ Yes, please place my student on the roster to allow them to attend as needed.



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Rules for continued use of services....

Pick up time is no later than 5:15 p.m. Families should plan on arriving no later than 5:10 p.m. to ensure they are signing their child out before or at 5:15 p.m. If families are late more than three times they will be removed from the program. This service is free to our families, yet every minute past 5:15 p.m. is overtime pay for our employees. In order to continue this free service we need to make sure we are staying within the allotted hours of time our employees work.

Students in the program are expected to follow school rules. They must show Caring Comet behavior and treat staff with respect. They need to be respectful, responsible, and safe during before and after care; just as they behave during the school day. If they are written up for violating Caring Comet behavior more than three times within the school year they will be removed from the program.

We appreciate your understanding and cooperation with these rules. Please sign below indicating you have read the rules above and agree to follow them.

Parent/Guardian Signature: _____

Date: _____