



August 28, 2017

Dear Parent(s) or Guardian(s),

I am pleased to welcome back all our wonderful families who will be returning to the Extended Learning Program this year! I am equally pleased to welcome our new families who will be joining the Extended Learning Program community. Our website is in the process of being updated with the exciting fall activities. [Enrichment opportunities](#) that require registration will not begin until the first week in October and registration will open the second week in September. All in-house enrichment activities that **do not** require registration will also begin the first week in October.

We are pleased to announce our new H.A.L.F. Time Program that will reside in the Hale School Middle Home Economics room. This program is designed to accommodate the interests of our 4th and 5th grade students. Students will be bused from the Center School to the Hale School at dismissal time. The group will be escorted by our staff to walk from the Center School to the Hale School for the first two weeks of school. The Florence Sawyer Extended Learning students will also be escorted by our staff to walk to the Emerson School for the first two weeks of school.

Please reserve the below dates for the **Extended Learning Program Fall Open Houses**

**Location: Bolton Emerson School Gym**

**Date: October 30th**

**Time: 5:30 - 6:30P.M.**

**Location: Center and Hale School**

**Date: October 25th**

**Time: 5:30P.M. - 6:30P.M.**

**Location: Mary Rowlandson Elementary School**

**Date: October 26th**

**Time: 5:30P.M. - 6:30P.M.**

The Extended Learning Program's first full day will be August 30, 2017 and the hours of operation are 3:00P.M. - 6:00 P.M. The Before School Program will also begin August 30, 2017 and will be open at all three locations (Stow, Bolton and Lancaster) from 7:25 A.M. - 8:30 A.M. The Center School will accept our Kindergarten students at 2:30 on August 31st and September 1st. Kindergarten students at the Lancaster and Bolton locations should **return home** with their parents after Kindergarten Orientation. Please send a note with your student for their homeroom teacher indicating they will be attending the Extended Learning Program.

It is important that parents pack an extra snack for their student or students specifically labeled [Extended Learning Program](#). This October we will be piloting a snack program in conjunction with our Food Service Program at all our locations. Please complete this [Google form](#) if you would like your child to participate in the pilot snack program.

As the warm summer days leave us please remember to provide a jacket for your student as the afternoons can be chilly. We also encourage students to use the playground equipment, as long as they have the proper shoes (please no flip flops).

THE LANCASTER AND STOW MORNING PROGRAM DROP WILL CONTINUE THIS YEAR! Drop in will occur curbside at the front ENTRANCE of the Mary Rowlandson School and the front ENTRANCE of the Center School from 7:25 A.M. - 7:40 A.M. A staff member will greet each vehicle at the curb, sign-in the student and direct him/her into the building where another staff member will be there to welcome them. Students dropped off after 7:40 A.M. will need to be escorted into the building by an adult to the Mary Rowlandson Cafeteria or the Center School Science Room to sign their student in with a staff member. All students will proceed directly to their classrooms from the Before School Program.

THE BOLTON EMERSON SCHOOL BEFORE SCHOOL PROGRAM DROP OFF WILL ALSO CONTINUE! Parents should drive around to the side Emerson gym entrance where they will be greeted by a staff member who will sign-in and direct their student into the building. Parents will not have to leave their vehicles. Please drive slowly and make sure your child has completely exited your vehicle before driving away.

If your student requires an Epi Pen one must be left with the Extended Learning Program Site Coordinator with your **child's name on it, the doctor's order and the label from the pharmacist** attached. Our staff is all Epi Pen trained and can assist students with the use of their Epi Pen, if necessary. Our staff is **not allowed** to administer any medications, this includes over the counter. We **do not** have a nurse on duty during the Before School or Extended Learning Program hours and in the case of an emergency our staff will call 911.

We are now using MySchoolBucks for our payments. Please visit MySchoolBucks.com to see your invoice and pay it with their convenient payment options. Your bill will be sent to your email

monthly, and is due by the 28th of the month. There will be a \$15 late charge for any payment not received by the 28th. We highly suggest getting a OnePay membership which will cap your yearly fees at \$12.95 per child.

To sign up for OnePay on MySchoolBucks go to **Welcome, your name** at the top of the page. It will drop down and say **My User Profile**. Under your information, there is a section that says **My Memberships** and you can go to **Sign Up**. You can then select **OnePay membership for e-checks**.

If you would rather pay by check, please send your check with your child's name and school stated clearly on it to Attn: Leah Kymalainen 50 Mechanic St Bolton MA 01740

Please visit our new [website](#) and [twitter](#) for updates.

The Extended Learning Program offers students many different opportunities. Please take a moment to view the Extended Learning Program [website](#) where you will find the [Enrichment Calendar](#). The Enrichment Calendar is where you can locate the many enrichment activities that are available to our students. We offer a variety of pay and nonpay activities. This year we be piloting a 10 week introductory Spanish class to our interested Lancaster, Stow and Bolton K - 1 students. Please visit our [website](#) where details will soon be available. Several activities have already been posted. Registration forms will be added the second week in September. Activities will not officially begin until the first week in October.

NOTE: All correspondence from the Before School and Extended Learning Program are via email. Please keep your email and emergency phone number current.

**All Extended Learning and Before School Program schedules have been locked in with Leah Kymalainen and invoices have been mailed.**

Respectfully,

*Laura Dwyer*

Laura Dwyer

Extended Learning Program/Enrichment Curriculum and Assessment Coordinator

[Extended Learning Program Brochure](#)