

# Kindergarten & School Age Enrichment Program



## QUARTERLY CALENDAR



Monday, September 5	<b>Cole-Harrington Closed</b>
Tuesday, September 6	First Day of School for Cole-Harrington
Thursday, September 29	Cole-Harrington Camp Day <b>registration required</b>
Friday, September 30	Cole-Harrington Camp Day <b>registration required</b>
Monday, October 10	<b>Cole-Harrington Closed</b>
Friday, October 21	Early Release Day <b>registration required</b>
Tuesday, November 8	Cole-Harrington Camp Day <b>registration required</b>
Friday, November 11	<b>Cole-Harrington Closed</b>
Friday, November 18	Early Release Day <b>registration required</b>
Wednesday, November 23	Early Release Day <b>registration required</b>
Thursday, November 24	<b>Cole-Harrington Closed</b>
Friday November 25	<b>Cole-Harrington Closed</b>

## E-MAIL ADDRESS BOOK

We are putting together our Cole-Harrington e-mail address book for September 2011. Parents will receive notification of upcoming events, registrations, and closings etc. via e-mail. If you have not already been put on the list and are interested please e-mail Karen Wheeler at [k-wheeler@comcast.net](mailto:k-wheeler@comcast.net) with your e-mail address.



You can also receive all forms and information at [www.coleharrington.com](http://www.coleharrington.com)

We are going **green**—monthly packets will no longer be sent home.



### PEANUT ALERT!



Cole-Harrington is a peanut free environment. We have a few children with life-threatening allergies. This means that children should not have any peanut butter or peanuts in their lunch or snacks.

If you have any questions, please contact Brenda at 781-828-3453 ext. 21

#### Alternate lunch suggestions:

Yogurt

Crackers and cheese

Pasta

Cheese sandwich

Jelly sandwich

Pizza

Soup in a thermos

Macaroni and cheese

Deli meats

Butter sandwich

Fresh cut vegetables

Fruit



## POLICIES

### LATE FEE POLICY

If you are registered until 5:30 p.m. the current late fee policy will be in effect which states, “for every 10 minutes beyond the 5:30 p.m. deadline, the parents will be charged an additional \$5.00.”

If you are registered until 6:00 p.m. you are expected to be on time. Please plan for inclement weather. THE LATE CHARGE WILL BE \$1.00 PER MINUTE. PAYABLE TO THE TEACHER AT THE TIME OF PICK UP.

## AFTER SCHOOL/HOMEWORK ROOM

The After Course Care Rooms for grades 2-5 will be in the Cafeteria and Room 101. The children will also have the option to go outside or go to the gym. The children will be able to do homework in room 101 after 4:30 p.m.

- Please sign your child out. The sign out sheet is located in front of the cafe.
- If you are picking your child up before 4:30 p.m. and they are enrolled in courses, the course locations are posted on the wall outside Room 101.
- If you pick your child up during course time please notify us by asking the course teacher to notify Susan Dyson and sign your child out.

**4:30 p.m. PICK UP** park in front parking lot and pick up at gymnasium door.

**Grades K-5 will receive program information via email and our website. In the event to go paperless please log onto to [www.coleharrington.com](http://www.coleharrington.com) to receive all registration forms and news.**

## PARKING

During school hours 7:30 a.m. to 2:30 p.m. visiting parents are asked to park in front of the Galvin Middle School and walk down the path to Cole-Harrington.

To drop off and pick up your child you can park in the back lot of the Galvin.

## KEEP OUR CHILDREN SAFE!

Please drive slowly down the driveway to the back lot. Children can easily hide behind parked cars.



### HOLIDAY PROGRAM CLOSURES

July 1, 2011 – June 30, 2012



<b>Monday</b>	<b>July 4, 2011</b>	<b>Independence Day</b>
<b>Friday</b>	<b>September 2, 2011</b>	<b>Facility/Program Development</b>
<b>Monday</b>	<b>September 5, 2011</b>	<b>Labor Day</b>
<b>Monday</b>	<b>October 10, 2011</b>	<b>Columbus Day</b>
<b>Friday</b>	<b>November 11, 2011</b>	<b>Veterans Day</b>
<b>Thursday</b>	<b>November 24, 2011</b>	<b>Thanksgiving Day</b>
<b>Friday</b>	<b>November 25, 2011</b>	<b>Day After Thanksgiving</b>
<b>Friday</b>	<b>December 23, 2011</b>	<b>Christmas Break</b>
<b>Monday</b>	<b>December 26, 2011</b>	<b>Christmas Break</b>
<b>Monday</b>	<b>January 2, 2012</b>	<b>New Year's Day</b>
<b>Monday</b>	<b>January 16, 2012</b>	<b>Martin Luther King Day</b>
<b>Monday</b>	<b>February 20, 2012</b>	<b>President's Day</b>
<b>Monday</b>	<b>April 16, 2012</b>	<b>Patriot's Day</b>
<b>Monday</b>	<b>May 28, 2012</b>	<b>Memorial Day</b>

Dear Parents,

Below you will find the extensions you will need to reach staff throughout the year. We have one main phone number **781-828-3453** and extensions that will direct you to the person you need to speak to. The extensions are as follows:



If your child is going to be absent dial ext. 24

If you wish to speak to Brenda Lee Boris dial ext. 21

If you wish to speak to Karen Wheeler dial ext. 22; [k-wheeler@comcast.net](mailto:k-wheeler@comcast.net)

If you wish to leave a message for your child's Kindergarten teacher dial the following:

Kristin, Noreen & Susan (room 1) ext. 24

Priscilla & Mary (room 2) ext. 26

Kathleen & Pam (room 3) ext. 25

If you wish to speak to a 2<sup>nd</sup>- 5<sup>th</sup> grade after school teacher dial ext. 27 after 3:00 p.m.

If you wish to speak to a 1<sup>st</sup> grade after school teacher dial ext. 25 after 3:00 p.m.

You will also need a code to enter the building : **1650. This code is active from 7:00 a.m. until 6:00 p.m. only. The alarm will be sound if doors are opened during unauthorized hours.**

All extensions are listed on our main greeting when you call in. Hopefully streamlining our calls will alleviate the overflow of calls directly into Brenda's office.

Thanks for your attention to this matter.

Sincerely,

Karen Wheeler

\*\*\*For schedule changes or questions please email Karen at [k-wheeler@comcast.net](mailto:k-wheeler@comcast.net) or call the above number. Thank you.