



Dear Extended Care Families,

My name is Brenda Kozinski and I'm the director of the St. Eugene School Extended Care Program (EC). School starts in a few weeks and I'm very excited for the upcoming school year.

If you are a new EC family, or a returning family, you will find an updated EC policy book on the school website www.steugeneschool.com under Documents & Forms/Extended Care.

1. Please read the policy book. It contains many important updates.
2. Print out the last page.
3. Sign and return the last page to the school office during the first week of school.

With school about to begin, please submit your Extended Care schedule and payment for the week of August 29, 2011 by **3:00 pm Wednesday August 24**.

If you have a balance from last school year, remember to deduct that amount from your payment. Statements are included in your packet.

K5 and 1st grade families: August 30 is an early dismissal day. EC starts at 11:00 am.

- Include payment for 11:00 am until your afternoon pick up time (Submit this with your pre-payment on or before August 24, 2011.)
- Hot lunch and milk will be available for your child.
- You can include a snack for EC, if desired.

I look forward to seeing you.

Sincerely,

Brenda Kozinski