

Kids' Club families,

I hope you all are excited for the upcoming opening of school. It's going to be an exciting year in Bedford with the new addition at Davis and the largest enrollment ever at Lane- and with Kids' Club running at full capacity. Please enjoy the long weekend and we will see you soon!

Before we begin our regular schedule next week, here are a few important reminders:

Tuesday 9/3 and Wednesday 9/4

On Tuesday we will be kicking off Kids' Club programming at Lane for grades 3-5 and at Mudge Way for grades 1 and 2 only. Kindergarteners will have their first day at Kids' Club on Wednesday 9/4.

Before school

Kids' Club opens daily at 7:00 AM. The Lane School bus arrives at 7:58 AM to bring our 3rd-5th graders to Lane. The Davis School bus picks up at 8:45 AM for our K-2 students.

After school- Davis

This year, with the new bus loop at Davis we do expect that the two Kids' Club buses will be lined up together and leave together, which will allow all of the K-2 students to arrive at the same time here at Mudge Way. If your child is new to Kids' Club and has not ridden the bus here before, don't worry- the teachers and Davis School staff will make sure your child finds their way to the right bus. Also, as a courtesy, Kids' Club staff will be on the buses each day to help everything runs smoothly. **Please be sure you have informed the school of the days your child will be taking the bus to Kids' Club.** This will further minimize the off-chance that your child inadvertently gets on the bus to your home rather than the bus to Kids' Club.

After school- Lane

The Lane School program meets at Lane until 5:00 PM, at which time the buses depart to bring the children to Mudge Way. If you want to pick up your child at Lane before 5:00, please arrive no later than 4:50 PM. Be sure to sign them out first with Kids' Club staff, where you will then be directed to pick up them up in the gym, cafeteria, or foreign language rooms. Also, please remember that we cannot hold the bus after 5:00 to wait for you if you are on the way to Lane. If you miss us you will have to come back to Mudge Way and sign them out there.

Schedule changes

Lisa Silva does an incredible job of managing our enrollment for before and after school, the waiting list, drop-in, and vacation programming, and your cooperation in completing the necessary forms for schedule changes is much appreciated. As few reminders:

- **Permanent schedule changes:** All changes in registration status must be put in writing (drop/add form) and submitted to the Kids' Club office- a phone call is not enough. Availability must be determined by the office to add days. All changes must be made by the 25th of the month prior to the change. **There is no refund of charges after this date.**
- **Occasional schedule changes:** Families may occasionally substitute one scheduled day for one unscheduled day within the same calendar week, if arranged in advance and provided that our licensing capacity allows it on that day. Please call the office to check for availability.
- There are no refunds for sick days, family vacations, or other absences.

- When school closes due to snow on a day your child is registered for scheduled care, you will receive a refund for that day.
- If you drop a day from the schedule there is no guarantee that you will be able to add it back later on... but we will make every attempt to accommodate your request.

Please call us if your child is going to be absent

The safety of all of our children is our most important priority, so when a child is absent from our program we immediately attempt to locate them. Remember that the Bedford Public Schools do not notify us if your child is absent.

When an expected child is absent from our after school program, our office staff will immediately contact the child's school to find out if the child was absent or if the school received different instructions regarding where the child was to go after school on that particular day. If the school is not able to provide Kids' Club with the whereabouts of the child, we then attempt to contact a parent. An administrator will continue to call parents, emergency contacts, and the Bedford Charter Service. If the location of the child still cannot be determined, we will contact the Bedford Police and they will assist in locating the child. As a safety practice, **it is imperative that parents call KIDS' CLUB by 2:45 PM if your child is scheduled to attend Kids' Club after school, but will not be arriving as expected.** If we make phone calls to determine the location of your child, a "No Call" fee of \$20.00 will be assessed. Please email us to report an absence or call us at 781-275-5427. Our voice mail is available twenty-four hours per day, seven days per week. Fixed expenses and staff ratios dictate that there are no refunds for absences.

Outside activities form

If your child is participating in other after-school programming, either in the Town Center or at Lane School, during the hours of Kids' Club, you must complete the "outside activities" form on the Kids' Club website. Kids' Club staff will escort your child to and from those activities.

Thank you!

Kids' Club is a wonderful place and I am so thrilled to be here, and it's a great testament to the hard work and dedication of the staff that the program runs so smoothly; we are fortunate to have group leaders and administrators who so clearly care for your children and take pride in their work. We are in the process of updating the parent handbook, the website, and forms, so bear with me as those changes continue to be made.

In the meantime, feel free to reach out to me at any time with questions, concerns, or feedback. You can reach me at dbrosgol@bedfordma.gov or 781-275-5427.

Best,
Dan Brosgol