



## *Welcome to the 2016-2017 School Year!*

Dear Walbridge Families,

I hope you are having a great summer! If you have not already turned in your tuition agreement and deposit, please do so ASAP so we can ensure a space for your child. We've enclosed a school calendar and supply list as well as a variety of colorful forms for you to complete and return by August 1st. (See back side of this letter for complete list of forms.) Tuition statements are included with this enrollment packet. Please note your first tuition payment is due August 1st.

The school year will begin with a half-day on Tuesday, Sept 6th. Students will be released at noon so they will not eat lunch at school and there is no After School Care. We hope that you can arrive by 7:45AM on the first day of school to meet with staff and enjoy some light refreshments.

After the first day, students will be expected to be at school no later than 8:00AM. They can be dropped off and picked up around the side of the building by the playground and enter the building through the entrance with the green awning.

Before-school supervision will be provided between 7:45-8:00AM. Any students arriving before 7:45AM in the morning should be supervised by parent/guardian until 7:45AM, unless prior arrangements have been made.

One of the comments I've heard from families is they would like to see a more structured environment to complete homework. I'm happy to announce a flexible pick up time beginning September 7<sup>th</sup> between 3:00PM and 3:30PM, during which teachers will be available to offer help with homework assignments. When parents arrive between 3:00PM and 3:30PM to pick up their child(ren) they should enter the building and proceed to their child's homeroom. At 3:30PM any student still in the building will be sent to After School Care and those rates will then be the responsibility of the families.

After School Care will be offered from 3:30PM to 5:30PM Tuesday through Friday. Monday After School Care will run from 2PM – 5:30PM. A registration form will be sent home with the Communique. This should be filled out and returned with payment by the third Thursday of each month. Drop in rates will be available; however, we ask that you call to verify that there is room for your child in the program for that day or days.

Afterschool Enrichment Solutions will conduct three activities/clubs after school. Information on these opportunities is enclosed. Please note that this is run by Afterschool Enrichment Solutions staff and all registration/payment is made to them directly.

I am currently speaking with a vendor who would be able to offer hot lunch five days a week. In September a menu/order form and pricing information will be sent home for you to select which days your child will participate in the catered lunch program.

If you have any questions, or need further information, please do not hesitate to call the office at 833-1338, or send an email to [clourigan@walbridgeschool.org](mailto:clourigan@walbridgeschool.org).

The school staff and I are excited to begin the 31<sup>st</sup> year of providing an outstanding educational experience for our students.

Sincerely,

Colleen Lourigan  
Director of Education

06/19/2015

**The following forms need to be filled out and returned to school by August 1<sup>st</sup>:**

- \_\_\_\_\_ After-School Care Program (Optional-Due August 15<sup>th</sup>)
- \_\_\_\_\_ Authorization for Academic Testing
- \_\_\_\_\_ Authorization for Medications & Allergy Information
- \_\_\_\_\_ Blanket and Arington Tree Farm Field Trip Permission
- Form \_\_\_\_\_ Emergency Contact & Medical Information
  
- \_\_\_\_\_ Madtown Twisters Waiver
- \_\_\_\_\_ Multi-Media Authorization & Release Form
- \_\_\_\_\_ Published Family Directory Permission
- \_\_\_\_\_ Registration Form
- \_\_\_\_\_ Student Acceptable Use Agreement  
(Please discuss with and have your child sign as well)
- \_\_\_\_\_ T-shirt Order Form (optional)
- \_\_\_\_\_ Transportation/IEP Information

**The following forms will come out after the start of the school year:**

- An order form, menu and pricing information for optional catered hot lunch program
- Family Handbook
- Student Immunization Record
- Updated Family Directory