

Early Release Day and No School Day Information for the 2019-2020 School Year

Dear School Age Extended Day Parents and Families,

As you know, each year the Millis Public Schools have No School and Early Release Days (ERDs) in order for the staff to participate in curriculum improvement time and for parent/teacher conferences. However, this creates a great challenge as many of our after school staff are otherwise occupied during those hours.

In an effort to better prepare for Early Release and No School Days, and to ensure proper coverage and safe ratios, we will continue with the same enrollment process that we used in past years. Please see below for details.

You are eligible for Early Release Day or No School coverage and should refer to this information ONLY if:

1. Your child is already scheduled for **after school** on the particular early release or no school day that you are requesting and
2. You have received confirmation of your enrollment before the start of the school year.

Included are the Early Release and No School dates and times as well as an enrollment form specifically for these dates. Please complete the form and return it with your payment or a copy of your receipt if you paid online to Extended Day by **Wednesday, September 18th, 2019 at 6:00 p.m.** (Please know that if you need to extend payment; as long as we have your completed form by September 18th, you may email Judy Reilly at jreilly@millisschools.org to make arrangements.)

Forms and payments can be mailed to Millis Extended Day at 7 Park Road or, if you pay the tuition online, you may email both the form and the payment confirmation to Judy Reilly at jreilly@millisschools.org. ***Please do not leave forms or payments with staff members at the programs.***

We understand that schedules can change. In the event that you need to cancel any of these dates, you may do so with a 30 day notice and that payment will be credited to your tuition. Please note, no refunds are available.

Due to the staffing constraints during early release and no school days, we are asking that if you are able to make other arrangements for care on these dates, you do so. This will help us to maintain safe staff to child ratios for those unable to make alternate arrangements.

If you do choose to send your child (if it is their regularly scheduled after school day) there is an additional fee for the extended hours of coverage. Please use the attached form to indicate which days you will be using.

We appreciate your cooperation and your continued support and understanding with regard to the challenges of staffing and the increased cost of providing quality care for the additional hours on ERDs and no school days.

Best Regards,

Jeanne Noonan Director

EARLY RELEASE DAY ENROLLMENT FORM FOR CHILDREN IN GRADES K-6

(Early Release Enrollment Forms will ONLY be accepted on or before
Wednesday, September 18, 2019 at 6:00 PM)

Child's Name: _____ Grade: _____

For **each day below**, please circle 1 of the 2 choices:

YES if your child will be attending Extended Day After School that day, or
NO if it is not your child's regularly scheduled day of the week or if you are able to make other arrangements
for care that day.

NOTE: Your child is eligible for care on an early release day if it is his/her **regularly scheduled after school day**.

DAY	DATE	ATTENDING		COST
Wednesday	9/25/19	YES	NO	\$ 23.00
Friday*	10/11/19	YES	NO	\$ 52.00
Wednesday	11/6/19	YES	NO	\$ 23.00
Thursday	11/7/19	YES	NO	\$ 23.00
Wednesday	11/27/19	EARLY RELEASE/NO AFTER SCHOOL		
Wednesday	12/4/19	YES	NO	\$ 23.00
Friday*	1/17/20	YES	NO	\$ 52.00
Wednesday	3/4/20	YES	NO	\$ 23.00
Wednesday	4/1/20	YES	NO	\$ 23.00
Friday	4/10/20	EARLY RELEASE/NO AFTER SCHOOL		
Friday	5/15/20	YES	NO	\$ 23.00
Wednesday**	6/17/20	EARLY RELEASE/NO AFTER SCHOOL		
PLEASE CHOOSE CAREFULLY - ENROLLMENT IS NONREFUNDABLE				

* No School. Extended Day open 7:00 a.m. to 6:00 p.m.

** Tentative date for last day of school if no snow days. Date to be adjusted accordingly.

Parent Signature: _____