

Dear Friendship Club Parents,

Welcome to the Friendship Club After School Recreation Program. We are looking forward to a long and happy association with you and your family.

As you know, for the first few days of school, all students are dismissed on the Wednesday schedule (1:45) every day. The Friendship Club staff will pick up your child each day at that time. It is imperative that when the determination of early bird/late bird schedules are made for your child, you contact the Friendship Club to inform us of your child's new schedule. *Please do not rely on this information to come to us from your child's school.*

***The first day of school and the fall 2016-2017 Friendship Club program is Monday, August 29th 2016.**

For those of you who have not been in the Friendship Club before, please be sure to inform your child that upon dismissal from school, he/she should go to the designated meeting place for pick-up, please note that each school is different. The flag pole is meeting place at Cornell School, the mall/courtyard is the meeting area at Ocean View School and the back staircase (on Curtis St.), is the meeting spot for Marin School. **It must also be understood that unlike in years past, The Friendship Club will not prorate tuition fees for our participants. Tuition fees have been calculated on an hourly rate (producing a monthly fee) and spread out over the entire school year. This translates into your bill not going up or down, but remaining constant each month. If you are planning to exit the program, it benefits you to do so at the end of the billing period rather than in the middle. This process helps us to provide you with quality service as well as keep our billing/payment system consistent.**

At this time, I'd also like to remind you that in the event that your child will be dismissed late from class (field trip, assembly, enrichment class, etc.), it is imperative that we receive notice of this before the end of the school day. Additionally, any children who are late in being dismissed will need to get themselves to the Friendship Club. There will be no "after-hours" pick-ups (any time beyond 3:00pm). You might want to pre-arrange this with your child's teacher/school secretary, as this policy is consistent with each school and the school staff are aware of it.

Please remember to call us @ (559-7220) before 12:00 Noon, if your child will be absent from the Friendship Club on any given day.

Thank you for interest in and support of the Friendship Club. The staff and I look forward to seeing you.

Sincerely,
Brad Griffith
After Care Supervisor
(510) 559-7220