

August, 2009

**Dear New and Returning Falk Families,**

I hope everyone is having a wonderful summer! As you know, the new school year is fast approaching and this means it is time to introduce and remind you of the important details pertaining to the After School Program at Falk.

For those of you who are new to Falk let me briefly describe the After School Program. The After School Program is staffed by University of Pittsburgh students, under the supervision of licensed Falk teachers, Mr. Tim Doyle and Ms. Danielle Fox. All Falk students are welcome to attend each day and, with the exception of special events, no pre-registration is required. If you desire to have your child attend After School, simply let him/her know that he/she should register when entering the classroom that morning. Then, at the end of the school day, all students participating will be held in the classroom until dismissed by an After School employee. During a child's stay in After School he/she will be able to participate in activities such as free play in the gym or outside, arts and crafts, board games, computer time, or organized games and activities. There is also an option for older students to work on homework assignments. Primary aged students will receive a snack around 4:00 p.m. followed by intermediate and middle school snack served at 4:20.

When a parent or guardian arrives at the school to pick up a child, they should use the Governor's Drive. An After School employee will be stationed near the door and will require that each child is signed out. This check out process is extremely important to assure that each child has

The After School Program runs from 3:15 p.m. to 6:00 PM and children must be picked up before 6:00 PM. There is a charge of \$2.90 for each half hour attended. Billing begins at 3:30 p.m. and continues on the half-hour until 6:00 PM. After 6:00 PM there will be a late fee of \$1.00 per minute added onto the monthly bill. Billing will be available electronically or by regular mail and will be posted during the first week of each month. This bill is due upon receipt. If this account is not paid within one month of receipt, it will result in the student not being allowed to participate in the After School Program until the account is settled.

If there is anything more you would like to know about the After School Program, please contact me directly. Any suggestions or new ideas for activities would be welcome as well. It is our goal to meet the needs of the students and to provide a safe environment in which they can grow and mature. Enjoy the rest of you summer. I look forward to seeing all of your familiar faces and meeting the new families in September.

**Tim Doyle**  
**Falk After School**  
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