



RUNKLE EXTENDED DAY
 50 DRUCE STREET
 BROOKLINE, MA 02445
 P: (617) 879-4665
 TOBY GREENFIELD, DIRECTOR
 TOBY_GREENFIELD@PSBMA.ORG
 WWW.RUNKLEEXTENDED DAY.ORG

August 15, 2017

Dear RED Families,

Yes, it's almost that time! I hope you are all having a fantastic summer. We are looking forward to another wonderful and enriching year at RED! **Please keep this letter handy so you have it at the beginning of the year.**

New/Returning Parent Meeting: This meeting is Wednesday, September 6th at 6:30pm in the Runkle cafeteria. We would request that ALL new parents be present to learn about our policies, procedures, and info about the year. Returning families are welcome as well. Please RSPV to this email if you can attend. Meeting should be approximately 45 minutes.

RED START DATES

Grade	RED Start Date
Kindergarten	Monday, Sept 11 th
<i>Kindergarten Open House Days</i> (come meet the teachers and us!)	Thursday, Sept 7 th and Friday, Sept 8 th (12:40-1:30) in room 120. After picking up your child, please stop by.
Grades 1-5	Thursday, Sept 7 th

GROUPINGS, NAMES, and HOME BASES (where your child will report at 2:30 M-Th and 1:40 on Fri).

**Please note the home bases with asterisks are different from last year.*

Grades	Group Name	Home Base
Kindergarten & 1 st Grade	Honeybees	Picked up at classrooms by RED teachers (K to room 120 and 1 st to room *109)
2 nd and 3 rd Grade	Crickets	Cafeteria
4 th and 5 th Grade	Dragonflies	4 th to room *323 and 5 th to room *325

UPCOMING CLOSURES/HOLIDAYS

- RED will be **closed** on **Sept 4th** for Labor Day, **Sept 21st** for Rosh Hashanah, and **Oct 9th** for Columbus Day.

TUITION

- All tuition payments are made through Smart Tuition. Your accounts are now activated. You can log on and view your account at www.SmartTuition.com

SNACK

- We have a dedicated snack time every afternoon so remember to pack a snack for your child. Please talk with your children about saving their RED snack for RED. Also, **RED is a nut-free space, so all RED snacks should not contain any nut products.**

PICK UP/LATE FEES

- Pick up time is between 5:30-6:00pm in the cafeteria. If you arrive *prior* to 5:30, go to your child's home base (see above) and we will locate them for you. It is our hope that you will arrive no later than 6:00pm. Every 5 minutes past 6pm will result in a \$10 late fee.

ABSENCES

- If your child will not be attending RED on a day they are signed up for, **it is very important to let us know** by calling our office at (617) 879-4665 or sending an email to Toby_Greenfield@psbma.org

WEBSITE

- Please check out and bookmark our website for all things RED at www.RunkleExtendedDay.org

Thank you, and we look forward to a fantastic year!

Sincerely,

Toby Greenfield, Executive Director
Matt D'Agostino, Associate Director