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August 20, 2026

Good morning extended day families:

We have been working hard to get ready for the start of this school year and are excited to welcome your family to the extended day program at our Squannacook Early Childhood Center site. It is our goal to provide families with an affordable option for before and after school care located conveniently in our schools.

As you and your child prepare for the first day of school (Wednesday, August 26th for our students in grades 1-12 and Tuesday, September 8th for our prek/kindergarten students), we wanted to share some details about the program to ensure a smooth start:

- **Submitting Forms:** All of your extended day enrollment forms ***must*** be submitted prior to beginning in the program. This includes the program enrollment agreement, medical form, and handbook sign-off. Earlier this week, an email was sent to any family with missing documents. For those families that received a communication, please be sure to upload the documents right away.
- **Student Drop Off/Pick Up:** You can drop off and pick up your child at the cafeteria door (When you drive down the driveway towards the main entrance, go to the left and the cafeteria entrance is located along the front walkway - the room with all the windows) There is no need to park; you can pull up along the curb and a staff member will be there to welcome you. If you are picking up your child prior to 3:30 pm, please park in the parking lot and walk up to the cafeteria entrance to get your child; this will help ensure that the regular school bus dismissal is not disrupted.

We want to ensure that all children are being picked up by an authorized person. Please be prepared to show an identification to staff during pick-up. We have many students that participate in the program and it may take some time for our staff to recognize caregivers and others that pick up students.

- **Program Hours -**
 - Morning Program: Students can be dropped off as early as 7:00 am
 - Afternoon Program: Students must be picked up by 4:30 pm or 6:00 pm based on the timeframe you selected for pick-up; please note - there is a late fee for children picked up after their scheduled time
 - Delayed School Openings (due to snow): When there is a two hour delay due to inclement weather, the program will open at 8:00 am
 - Early release closings (due to inclement weather): In the **very unlikely event** that there is a school closing due to inclement weather, students must be picked up by 4:30 pm
- **Students in grades 2-4 (attending Spaulding Memorial School - SMS):** If your child attends the morning program, you will drop them off at Squannacook (SECC) and the students will be bussed from SECC to SMS - the staff will ensure that students get on the correct bus. If your child attends the

afternoon extended day program, the students will be bussed from SMS to SECC. Staff will be available at both sites to support students with bussing. This year, bus #22 is supporting the transportation to and from SMS to SECC for extended day.

- ***Students in grades 5-6 (attending Hawthorne Brook Middle School - HBMS):*** Any child attending the afternoon extended day program will walk from HBMS to SECC at dismissal time; students will walk together and there will be staff at both sites to ensure that students get to SECC safely. Students will enter SECC through the main entrance.
- ***Staffing:***
 - Toby O'Brien - Site Coordinator (mornings and afternoons)
 - Morning Staff Assistants: Linda Kennedy
Kendall O'Brien
Riley O'Brien
 - Afternoon Staff Assistants: Linda Kennedy
Amy Menard
- ***Contact information:***
 - Reporting your child absent - Please email **both** tobrien@nmrsd.org and extendedday@nmrsd.org to report any absences for your child. It is important that we know about all absences
 - If your child is going to be late - Please email tobrien@nmrsd.org to report if your child is going to be late to the program
 - To Request changes to your child's schedule - If you are requesting a permanent change to your child's schedule or an 'as needed' additional day, please email extendedday@nmrsd.org and let us know your child's name, the school they attend, and which additional hours you are requesting. When possible, please send this request at least 7 days in advance to provide us with the opportunity to ensure adequate staffing is available.
 - Changes to pick up - If your child is going to be picked up by someone other than a parent (even if that person is listed on the pick up form), please email tobrien@nmrsd.org to notify us of the change.
- ***Morning Breakfast:*** Breakfast is available through our cafeteria program for students.
- ***Afternoon snacks:*** Snacks are provided by the cafeteria for PM.
- ***Snacks from home:*** Please **do not** bring any snacks from home. We have students with a variety of food allergies and we are not able to monitor food brought from home to ensure the safety of all students.
- ***Early release extended day*** - If your child is attending the extended day program on an early release day, please be sure to pack a lunch for your child. We do not provide lunches; however, snacks will still be provided in the afternoon.
- ***Please do not send your child in with toys from home.*** If they do have a toy, it must be left in their backpacks.

- **Medications:** If your child has a prescribed medication that is to be taken during extended day hours, it needs to be dropped off by the caregiver to the school. Students can not have these items with them in their backpacks. Students are also not allowed to self administer medications, whether it is a prescription or over the counter medication.
- **Special Accommodations:** If your child has a disability that might require special accommodations or modifications, please reach out to extendedday@nmrsd.org to set up a time to have a conversation. We want to ensure that we are providing the structure and supports for all students to feel a sense of belonging in our extended day community.

We look forward to welcoming you! If you have any questions, please feel free to reach out to extendedday@nmrsd.org.

Sincerely,

A handwritten signature in blue ink that reads "Gary S. Burboa-Reese". The signature is fluid and cursive, with the first name "Gary" being the most prominent.

Gary S. Burboa-Reese, Ed.D.
Assistant Superintendent
Extended Day Program Director