



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

The Y After-School Program at Reid and Herberg Middle School

August 1, 2011

Dear Parents/Guardians,

Welcome to the Pittsfield Family YMCA Middle School After School program! Before your child begins our program, please review the below must-know items:

1. Please talk to Director Michelle Kettler before your child begins in the program.
2. Michelle or After School staff must receive all paperwork before your child begins or on the first day of attendance. You or your child can bring it to the YMCA or to the cafeteria at the end of the school day, where the program meets.
3. When you register your child, you must pay a 2-week's in advance. There is a weekly fee of \$7 or a daily fee of \$2.
4. The easiest way to make your payments is through our Electronic Funds Transfer (EFT) monthly program. To sign up, you can come to the Pittsfield Family YMCA or ask staff a staff member for the forms.
5. If you are paying monthly, you can mail your payment to Michelle Kettler, 292 North Street, Pittsfield, MA 01201, or you can make your payment in person at the Welcome Center. Payments are expected by the last Friday of every month.
6. Please call to let us know that your child will be absent. This will help to ensure his/her safety.
7. Please note that it is the sole responsibility of your child to attend the Y's after-school program.
8. Snack will be provided through the Y or the school every day that the program is in session. If you find that your child does not like the snack, you are welcome to send an alternate snack with him/her.
9. Students will be dismissed from the program at the cafeteria exit at the end of the building through the cafeteria doors. If you have not given your child permission to walk home alone or take the late bus, you are required to pick up your child by 5:30 p.m..
10. Program runs M-F 2:30-5:30pm on all full days of school, there is no program on half days or days the school is closed.
11. Transportation is not provided.
12. When your child is dismissed from school, he/she should meet in the cafeteria where he/she will receive homework help. If your child does not have homework on a given day, we expect him/her to bring a book to read or to study.
13. After homework help students then participate in fun fitness and sports activities.
14. To contact the staff or your child please call the Program cell phone.*Number below*

Once again, welcome to the Pittsfield Family YMCA after-school program at Reid and Herberg Middle School! If you have any questions, please feel free to call me at 413-499-7650 x33.
Sincerely,

Michelle Kettler
Youth and Adult Program Director, Pittsfield Family YMCA
mkettler@pittsfieldfamilyymca.org
Phone: (413)-499-7650 x33 Cell: (413)-841-0650

Herberg Cell Phone: (413)-841-0645
Reid Cell Phone: (413)-841-0654