

\*\*\*\*\*Project FOCUS\*\*\*\*\*

September 13, 2017

Dear Parent/ Guardian:

At this time, we have open registration for the Project FOCUS afterschool program for students 6 years old and up.( First grade) This program runs from September through June for the 2017-2018 school year. If you wish your child to partake in this fun and educational program, please fill out the attached registration packet and return it to school No later than September 19th 2017.

Once the application form is turned in you will receive a phone call to notify you of your child's enrollment in the program. Forms turned in after capacity has been reached will go on a waiting list.

Project Focus will run Monday – Thursday from 3:00-4:30  
Bussing will be provided home from programming. Participation in field trips will be based on regular attendance and behavior in the program.

**All information must be filled in on the Child Information Card. This card is required by the State of Michigan Department of Human Services. If the information is not available it is the responsibility of the parent/guardian to write unknown in the box. (Or all boxes) Blank or incomplete forms will not be accepted and will delay your child's enrollment in the program.**

Students are not allowed to leave early or stay after programming without a phone call or written note from parents. If a student does not have a note they will be required to ride the bus home after programming.

Please do not hesitate to call or email me if you have any questions or concerns.

Office number: 231-873-3652 Extension 3322 / Cell 231-225-1832

Email: [sbolles@truenorthservices.org](mailto:sbolles@truenorthservices.org)

Programming will start on Tuesday, September 26<sup>th</sup>.

Students must turn in an application packet. If you do not receive a phone call confirming your child's enrollment in the program they will not be able to stay afterschool.

I look forward to working with your child this school year!! Samantha Bolles

