

**DROP-IN CHILD CARE  
FOR  
PARENT/TEACHER CONFERENCE DAYS  
OCTOBER 17 AND 18, 2013**

October 3, 2013

Dear Lower School Families,

Once again we would like to offer Drop-in Child Care during Parent-Teacher conferences on October 17 and 18, 2013.

**How it Works:** We ask that you complete the Drop-in Child Care form notifying us of your conference time. (We need to insure the proper ration of adults to children throughout the day.) **Please complete the form by Friday, October 11.** Click here to download the form or for your convenience, click here to fill out the form online. We will take reservations on a 'first come first serve' basis. The hours are 7:30 a.m. – 5:30 p.m. (that means the last conference would start at 5:00 p.m. so you can pick up your child by 5:30 p.m.).

**Conference Day:** Bring your child(ren) to the lower school library 5-10 minutes before your conference is to begin. Sign them in. Head *happily* off to your conference. Once you are finished with your conference, pick up and sign out your child. Enjoy the rest of your day!

We hope this helps you.

Warmly,  
Christina Chase Simonds  
Assistant Head of School  
Head of Lower School

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**Drop in Child Care on October 17, 2013 – Parent/Teacher Conference Day**

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Conference Time: \_\_\_\_\_ Teacher: \_\_\_\_\_

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Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Conference Time: \_\_\_\_\_ Teacher: \_\_\_\_\_

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**Drop in Child Care on October 18, 2013 – Parent/Teacher Conference Day**

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Conference Time: \_\_\_\_\_ Teacher: \_\_\_\_\_

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