

Dear College for Kids Student and Family:

Welcome to the 2019 College for Kids program at Westfield State University!

A member of the College for Kids staff, as well as your instructor, will be waiting for you on the first day of your scheduled class in the **Wilson Hall Commuter Café**. All children need to be brought inside the **Wilson Hall Commuter Café** to be checked in. **A Photo ID and signature will be required to pick up the student at the end of the class.** Early drop-off, lunch, and late pick up will all be held in the Wilson Hall Commuter Café.

Enclosed is a campus map. Parking is located in the Commuter Parking Lot adjacent to Wilson Hall. Please look for the College for Kids signs outside to help you find your way.

We must have the enclosed forms on file in our office **prior to the start of your child's classes**. Current Massachusetts law requires that we have medical information on file for your child. This information will be kept on file in the College for Kids office for us in the event of an emergency.

In the packet you will find:

- Medical Form
- Student Standards and Expectations
- Permission Slip
- Student Pick-Up Permissions

Please send all completed paperwork to:

Westfield State University
College for Kids/CGCE
577 Western Avenue
Westfield, MA 01086

OR

Fax to: 413-572-5227

Email: collegeforkids@westfield.ma.edu

We encourage sending your child with a healthy snack and drink for each class. **If your child is staying for lunch, they must bring a lunch with them.** Due to allergies, we only ask that you refrain from snacks or lunches that contain nuts. If a class requires your child to wear certain clothes or bring certain items, it will be indicated in the class description.

We will notify you promptly about any class changes or cancellations beginning June 25th. If you have any questions, please contact us at 413-572-8557 or collegeforkids@westfield.ma.edu.

Thank you!

Brandon Fredette
Program Coordinator, College for Kids
Westfield State University

Please turn this letter over for times and dates of courses.

College for Kids Schedule

Wilson Hall Commuter Café
Westfield State University
Parking: Commuter Parking Lot

Week 1 - July 8-12

Week 2 - July 15-19

Week 3 - July 22-26

Week 4 - July 29 - August 2

Early drop off time: 8:00 a.m. (paid service)

Morning class session: 8:30 a.m. - 12:00 p.m.

Pick-Up Time: 12:00 p.m.*

* A Photo ID and signature will be required to pick up the student at the end of the class.

Lunch: 12:00 p.m.-1:00 p.m. (free service)

Students are responsible for bringing their own lunch with them.

Afternoon class session: 1:00 p.m. - 4:30 p.m.

Pick-Up Time: 4:30 p.m. *

*A Photo ID and signature will be required to pick up the student at the end of the class.

Late pick up time: 5:00 p.m. (paid service)

5:30 p.m. (paid service)

We are excited to have you join us for College for Kids at Westfield State University this summer!

Thank you!