Principal: Jacquatte Rolle

W.A. Metcalfe Elementary School

Dear Parent and/or Guardian of: ______

As you consider participating in the Weekend Backpack Program, please understand that your participation in this Program requires the following:

- 1. The completion of a couple of brief surveys throughout the school year.
 - * The surveys request your feedback, and your responses help the Program to better meet your needs. Prompt responses are required, so that the Program may continue to receive funding.
 - * The surveys will go home in the backpacks on Friday afternoons, and should be promptly returned to school with the backpack the following Monday morning.
 - * Phone calls may be made to follow-up with families who have not yet returned their surveys by the deadline.
- 2. Funding permitting, additional food boxes may be provided for extended student breaks, such as Thanksgiving, Winter Break, and Spring Break. It is the responsibility of the family to make arrangements for the boxes to be picked up from school by the deadline.
 - * Food boxes will not be delivered by school staff.
 - * Food boxes that are not picked up by the deadline will be returned.
- 3. Receiving a backpack each Friday requires prompt return of the backpack. Backpacks should be returned no later than Tuesday morning each week!
 - * Backpacks received after Tuesday morning will not be filled until the following week.
 - * All backpacks should be returned to the student services hallway.
- 4. If you no longer require the Weekend Backpack Program, please contact School Social Worker at (352) 955-6713. By mid-year, there is usually a waiting list of families to receive backpacks.
 - Also, if there are any changes to your household, while your family is participating in the Program, please notify the school, so that the information can be updated on your enrollment form.
- 5. If you have any questions, or would like more information about the Weekend Backpack Program, please call School Social Worker at (352) 955-6713, ext. 3132.

Thank you,

School Social Worker Metcalfe Elementary