



Dear Families,

Thank you for choosing AlphaBEST as your extended day care provider. We are committed to serving the families of Jefferson County with the highest level of quality through our staff, curriculum and management support. We are looking forward to partnering with you to ensure that your child has a successful school year.

Enclosed you will find several forms that make up our enrollment packet. It is extremely important that you review, complete, sign and return all documents. Please return all original documents, in person, to your child's after school site the first day of school. Due to AlphaBEST and West Virginia Office of Child Care regulations, all documents must be on file the first day your child is in the program. To assist you in this process, we have included a "Student File Checklist" on the second page of this packet.

Please contact us at our office if you have questions or concerns.

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Have a wonderful year!

Regards,

Chris Gardner

Area Manager