To the Parent/Guardian of {{client\_first}} {{client\_last}},

{{client\_first}} has been enrolled in the Evening Reporting Center (ERC) at the request of {{referral\_source}} from {{referral\_type}}.

ERC Group Schedule, {{group\_days}}, beginning {{start\_date}}:

{% for day, times in group\_schedule.items %}

{{day}}: {% for time in times %}{{time}}, {% endfor %}

{% endfor %}

Snacks are provided during afternoon sessions, and a meal for the evening programming.

Additional services are available upon request (see page 2).

Note our operating hours:

**Summer:** Monday to Friday, 10:30 AM - 7:00 PM

**School Year:** Monday to Thursday, 11:30 AM - 8:00 PM; Friday, 10:30 AM - 7:00 PM

Transportation: If provided by ERC, please ensure {{client\_first}} is ready one hour before their first group. (For example pickups for 3pm groups take place between 2pm and 2:45pm.) ERC staff will park in front of your home, honk the horn, and wait for {{client\_first}} to come out, staff will also call when outside. {{client\_first}} will have five minutes to come outside before the transporter moves on to the next location. During the school year, students requiring transport to the evening group will be picked up directly from school (see School pickup location flier).

Should {{client\_first}} be unable to attend a session for any reason, please inform the ERC management team at least two hours prior to the scheduled pickup. Make-up sessions for missed groups are available on Fridays.

{{client\_first}}'s assigned ERC case manager is **{{erc\_cm}}**, who can be contacted at **{{erc\_cm\_num}}** or **{{erc\_cm\_em}}**.

ERC Management Team:

Larry Burks II (ERC Program Manager) email: larry.burks@sedgwick.gov, direct line: 660-5401.

Lanora Franck (Community Liaison Manager) email:lanora.franck@sedgwick.gov, direct line: 660-5367

Please reach out to us for any questions or concerns.