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|  | OLD COLONYREGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT476 North Avenue, Rochester, Massachusetts 02770-1899Telephone: (508) 763-8011Fax: (508) 763-9821www.oldcolony.us |  |
| Karen J. Guenette PrincipalKrystla FaySpecial Services Coordinator |  Frank K. Cote Superintendent-Director | Jackie MachamerAssistant Principal/CVTE CoordinatorSarah GriffithBusiness Manager |

School Year 2014-15

Dear Parent/Guardian:

The safety of our students is one of our most important concerns. Even so, accidents do happen and resulting medical treatment (ambulance transport, surgery, hospitalization, etc.) can be very expensive.

The school-time plan is provided by the school district. The program is arranged and administered by Lefebvre Insurance, LLC, a firm that has specialized in such coverages for many years. It supplements, but does not take the place of any other health insurance plan. It is designed to cover those expenses not covered by other insurances that the student may be insured under, not to duplicate benefits from other insurance. Because the school district provides this insurance, it allows each student to participate in any school program.

Should a student have an accident, a claim form must be picked up at the school nurse’s office, filled out and mailed to Lefebvre Insurance, LLC, within 90 days of the accident. Any bills received by a parent for charges not covered by their health insurance provider or other insurance should be forwarded to Lefebvre Insurance, LLC.

Lefebvre Insurance, LLC, as a service to you and your child, also offers you access to a low-cost, voluntary purchase of student accident and optional extended dental insurance programs. To enroll, complete the enrollment form in full, select the plan(s) you want for your child, enclose the proper premium using a check or money order, seal and return as directed on the form. While your child is eligible to enroll at any time during the school year, you are encouraged to consider early enrollment to get maximum value from the plan(s) selected.

Enrollment questions can be directed to Lefebvre Insurance, LLC at (800) 451-9668. Once processing is complete, documents verifying coverage will be mailed home to you.

Sincerely,

Karen J. Guenette

Karen J. Guenette

Principal