**TSE, Inc.**

**M e m o r a n d u m**

To: All Persons Served and their Residences

From: TSE, Inc.

Date:

Re: 2018 Schedule

THIS INFORMATION IS ALSO AVAILABLE ON OUR WEBSITE: www.tse-inc.org

**Closed Days for 2018**

January

 1 New Year’s Day

 15 Martin Luther King Day

February

 19 President’s Day

March

 30 Good Friday

May

 28 Memorial Day

July

 4 Fourth of July

September

3 Labor Day

November

 22 Thanksgiving Day

 23 Sites closed

December

 24 Christmas Eve Day (Observed)

 25 Christmas Day

 31 New Year’s Eve Day (Observed)

January 2019

 1 New Year’s Day

**If a person does not need transportation on a given day, please call TSE Transportation at (651) 209-3474.** As a reminder, transportation is a curb-to-curb service, meaning that the residence must provide assistance to the van for anyone that experiences difficulty walking. Sidewalks and driveways need to be kept clean during the snow months as well. People should be ready 15 minutes prior to their scheduled pick up time, and staff should be available at the end of day 15 minutes prior to the scheduled drop off time.

Community job sites may operate on a different schedule of days closed.

Doctor and other appointments should be scheduled on days closed or at the beginning or end of the day. Make sure to let transportation know if you will be providing a ride to or from the service sites due to these appointments.

In the event of threatening weather whereby the training sites cannot open, you will receive a telephone call. In addition, WCCO-AM radio, 830 on the dial, will carry an announcement by 6:00 am. If weather becomes a concern during the day and a decision is made to close, your residence will be notified in advance. Community job sites will be handled on an individual basis and you will be given specific instructions pertaining to each situation.