



HIGHLAND SCHOOL

Henry D. Berg, Head of

School

597 Broadview Avenue, Warrenton, VA 20186 • t: 540-878-2700 • f: 540-347-5860 • www.highlandschool.org

Summer 2009

Dear Parents of Students in Pre-Kindergarten 3/4 - Grade 2:

Highland School offers several extended day care programs for students in Grades PK3/4 – 2. These programs offer professional care to Highland school children before and after school hours. There is a wide variety of developmentally appropriate activities including games, sports, music, rest time, homework time, arts, and specialties. There is outside play in a safe, caring and relaxed setting.

Before school care is offered from 7:45 a.m. to 9:00 a.m. for PK3/4 and PK4/5 students only. The annual cost for this program is \$1,475, or \$12 daily. It is important that you sign up for this program early because there is only space for twelve (12) students and it will be filled on a first come first served basis.

The extended day program for students in PK3/4 operates from 12:00 noon to 3:30 PM daily. The annual cost is \$1,475 from noon to 1:00 p.m. (daily fee of \$12), \$3,025 from noon to 2:30 pm (daily fee of \$25) and \$3,400 from noon to 3:30 p.m. (daily fee of \$30). The annual cost is \$1,550 from 1:00 to 2:30 p.m. (daily fee of \$13) and \$1,925 from 1:00 to 3:30 p.m. (daily fee of \$18). The extended day program for Grades Kindergarten – 2 is held from 2:30 – 3:30 p.m. daily. All programs offer a range of activities such as art, crafts, outside playtime, and organized fitness activities. The annual cost for these programs is \$1475. Drop ins will be allowed at a cost of \$12 daily. The annual cost of the program from 3:30 to 5:45 p.m. is \$1,925 with a daily fee of \$18. Additional fees are charged if students are picked up after 5:45 p.m. The fee structure is outlined in the Handbook for Extended Day Care.

Annual fees will be billed in September and are due by October 31. If the fee is not paid by October 31, the student(s) will not be able to attend the Extended Day Program until the account is paid in full. The daily basis fees are billed at the end of each month. All daily basis fees must be paid in 30 days or the student(s) will not be able to continue attending the program until the account is paid. Additional fees are charged if students are picked up after 5:45 PM. This fee structure is outlined in the Handbook for Extended Day Care.

The Handbook for Extended Day Care is provided on the Highland School web site. It covers items such as objectives, discipline, emergency closings, phone numbers, licensing, late pickup fees and supervision. The Handbook is also included in the Highland School Directory that is published in the fall. The State of Virginia Department of Social Services licensing requirement for the Extended Day Program states that parents of a student who participates in the program (whether on a regular or drop in basis) must sign a statement indicating that parents have received, read and agreed to the policies set forth in the Extended Day Handbook. The General Information Form includes this statement and requires your signature. Please take time to become familiar with the information in the Handbook whether you anticipate using the service or not.

Please take a few minutes to complete and return the enclosed form to reserve a place for your child(ren) in the before/after school programs.

If you have questions, please email me.

Sincerely,

Elizabeth D. Scullin
Director of Support Services
escullin@highlandschool.org



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Request for Extended Day Care 2009 – 2010

Parent/Guardian's Name: _____

Child's Name: _____ Child's Grade: _____

Times for Care Needed: _____ Annual _____ Drop in _____

Child's Name: _____ Child's Grade: _____

Times for Care Needed: _____ Annual _____ Drop in _____

Child's Name: _____ Child's Grade: _____

Times for Care Needed: _____ Annual _____ Drop in _____

I understand that if I have selected to pay for this service on an annual basis, I will pay the fee for Extended Day Care service by October 31, 2009. If I do not pay the fee by this time, I understand that my child(ren) will not be able to attend the program until the entire amount owed for this service has been paid. I understand that if I use the drop in program that I will pay for this service within 30 days of billing. I also understand that if I do not pay the fee by this time, my child(ren) will not be able to attend the program until the entire amount owed for this service has been paid.

Parent/Guardian Signature

Date