



# HIGHLAND SCHOOL

Henry D. Berg, Head of School

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Summer 2011

Dear Parents of Students in Grades Kindergarten – 8,

Highland School offers a Study Hall program that offers professional care to Highland School students in Grades K – 8 after school hours. There is an organized study time and inside/outside play in a safe, caring and relaxed setting.

The time period between 3:00 and 3:30 pm is free of charge – students who ride the bus or have older siblings who are dismissed at 3:30 pm are welcome to stay until 3:30.

The extended day program for students in Grades K – 3 will be held in the Chilton Building from 3:30 to 6:00 pm daily, under the direction of Ms. Gayle Burroughs. The program for students in Grades 4 – 8 will be held in the Lower School Library. An annual fee of \$2,250 will be billed in September and is 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 fee of \$19 per day is 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 6:00 pm. The 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 pick-up 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 our 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.

Any student who is not picked up by 3:45 pm and is not participating in an organized Highland School activity must go to the extended care program. For security purposes, unsupervised students will not be allowed anywhere on campus at any time, including watching a sporting event on campus. Please do not instruct your children to go to the office, go to the Upper School or wait outside if you are late or do not plan on picking them up until later. We require that they go to the extended care program, and to ask them to do otherwise places them in an uncomfortable position.

**Please note our pick-up policy which requires a completed Request to Leave Study Hall form if you want your child to leave Study Hall to go anywhere else on campus or off campus without adult supervision. The School can not take responsibility for students after they leave Study Hall.**

If you have questions, please email me.

Sincerely,

Erin E. Edwards  
Director of Special Programs  
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