



Summer 2010

Dear Parents of Students in Pre-Kindergarten,

Highland School offers several extended day care programs for students in Grades Pre-Kindergarten. 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, music, rest time, and arts. 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 PK students. The annual cost for this program is \$1,550 or \$13 daily. It is important that you sign up for this program early because there is only space for ten students and it will be filled on a first come first served basis.

The extended day program for students in PK 3/4 operates from 12:00 noon to 6:00 pm daily. The annual cost is \$1,550 from noon to 1:00 pm (daily fee of \$13) and \$3,475 from noon to 3:00 pm (daily fee of \$31). The program for PK 4/5 operates from 1:00 to 3:00 pm at an annual cost of \$1,925 (daily fee of \$18). These programs offer a range of activities such as art, crafts, outside playtime, and organized fitness activities. 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 annual cost of the program from 3:30 to 6:00 pm is \$2,200 with a daily fee of \$19. 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.

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 6:00 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
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