



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 Grades 3 – 8:

Highland School offers a Study Hall program that offers professional care to Highland School students in Grades 3 – 8 after school hours. There is an organized study time and outside play in a safe, caring and relaxed setting.

The extended day program for students in Grades 3 – 4 will be held in the Chilton Building from 3:30 to 5:45 p.m. daily, under the direction of Ms. Cindy Andreoni. The program for students in Grades 5 – 8 will be held in the Loeb Library. An annual fee of \$1,925 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 \$18 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 5:45 p.m. 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 p.m. 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,

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



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Request for Extended Day Care 2009 – 2010

Parent's/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