

## Upper School After School Study Hall (ASSH)

We are pleased to offer this program to accommodate working and busy parents. This is an extended study hall for Upper School students only; all standards and expectations of the school day are applicable.

**Days and Times Available:** Monday - Thursday from 3:45 to 4:45 p.m.

**Study Hall NOT Available:** Fridays, Fine Arts Nights, Information Nights and days preceding extended breaks (Fall, Thanksgiving, Winter and Spring breaks).

**Student Sign-In:** Students must sign in by 3:45 p.m. Any student remaining on the premises after 4:00 p.m. will be registered in Study Hall and parents will be billed for applicable fees.

**Pick up time:** 4:45 p.m. or sooner

**Tardiness:** If you are tardy picking up your child more than 3 times, then Study Hall privileges will be revoked. No student can be left unattended on school property. With *permission* by the Head of Upper School, high school students may sign themselves out of Study Hall; permission for middle school students, though not encouraged, may be arranged on a case-by-case basis.

### Fees:

- **Regular lunch status**  
(1) Child: \$10.00/day; (2) Children or more: \$15.00/day flat rate
- **Reduced lunch status**  
(1) Child: \$5.00/day; (2) Children or more: \$7.50/day flat rate
- **Free lunch status**  
(1) Child: \$2.50/day; (2) Children or more: \$3.75/day flat rate

**Late fee:** \$1/minute will be charged for any child picked up after 4:45 p.m. This is a non-negotiable pick-up time. In case of an emergency, please call the school to discuss other arrangements.

**Fees Due:** All charges are payable by Thursday of each week. If a balance becomes more than 2 weeks past due, a \$5.00 /week late fee will be assessed. Any unused fees will roll over as a credit for the following month.

**Study Hall Behavior:** Students are expected to use this time to work quietly or read a book. If a student is disruptive or distracting then a warning will be issued. After three warnings, Study Hall privileges will be revoked and may only be reinstated by the Head of School.

**Study Hall Electronics:** Electronics are not permitted during Study Hall. All cell phones, cameras, laptops, tablets, e-books, electronic games, iPads/iPods or mp3 players will be held at the front desk until the student is signed out and picked up by a parent or guardian. Students may request computer lab use for homework only. Lab use will be determined on a case-by-case basis.