

## LOWER SCHOOL GUIDED STUDY INFORMATION

August 2011

Dear Parents/Guardians,

A Lower School Guided Study program will again be offered this year. The purpose of the guided study program is to provide a place conducive to working on homework with the support of Benchmark teachers for help and encouragement. Students will be encouraged to work on major written assignments first and to leave nightly reading for last. Any special instructions should be written down and sent in to the guided study coordinator. Due to the individualized nature of homework for beginning readers, we will not be able to accommodate students from Mrs. Cress's class in the guided study program.

The guided study program is held Monday through Thursday from 2:50 to 4:00 pm, and will begin Monday, September 12, the first full day of school. You can sign up for one, two, three or four days of the week.

The sign up and tuition for the guided study class covers one trimester only. The first trimester guided study class ends November 22, after which students will need to reapply. The tuition per trimester is as follows: 4 days/week: \$330; 3 days/week: \$280; 2 days/week: \$220; 1 day/week: \$130. At the end of the trimester, each student will have the opportunity to sign up again.

If you are interested in having your child participate in the program, please read, fill out and return this application and a check for tuition, made payable to "Benchmark School". You may mail it or send it in with your child to school.

If you should have any further questions regarding the program, please feel free to contact us.

Sincerely,

Melinda Rahm  
Guided Study Program Coordinator

### \*SPECIAL NOTES\*

Please note that a tentative schedule of after school activities is enclosed for your convenience. Due to the need to maintain a consistent teacher-student ratio, we cannot allow students to "make up" days missed due to absences, soccer games, or other special reasons for missing the class.

**LOWER SCHOOL GUIDED STUDY PROGRAM APPLICATION  
FIRST TRIMESTER – 2011/2012**

**Please return to Benchmark Friday, September 9, 2011**

**First Trimester Dates:** Monday, September 12, 2011 – Tuesday, November 22, 2011

Students will have between 2:50 and 3:00 PM to use the restroom, eat snacks, go to the library or check with their teachers. Please send only prepared, single-serving snacks if you wish you child to have a snack from 3:00 – 4:00 PM. Students will be expected to work quietly on homework.

Please send us a note if you wish your child to complete a specific assignment at home with you. Otherwise, the guided study teacher will assume that all homework can be done in guided study. If a student finishes all homework before 4:00 PM, he or she may do independent silent reading.

**PLEASE NOTE:** After school guided study **WILL NOT MEET** on:

- 1. Thursday, September 22 (Back to School Night)**
- 2. All Early Dismissal Days**
- 3. Parent Conference Week (November 14, 15, 16, 17, 18)**

Tuition schedule: **(MAKE CHECKS PAYABLE TO “BENCHMARK SCHOOL”)**

- 1) Students in Mrs. Cress’s class are not eligible for the guided study program.
- 2) Students who change to another activity may receive a credit or refund. When you send in your tuition, please note any credits and adjust your total accordingly.
- 3) We will be able to take students only on their assigned days – no make-ups possible.
- 4) Students who are deemed disruptive, who require excessive support, or whose ride is continually late will be asked to withdraw from guided study following one warning call to parents. Tuition will not be refunded.

---

Please make your check payable to Benchmark School and return it along with this tear-off to the Benchmark School office or to your child’s teacher. Thank you.

**FIRST TRIMESTER LOWER SCHOOL GUIDED STUDY APPLICATION**

Student’s Name: \_\_\_\_\_

Student’s Teacher: \_\_\_\_\_

Please check the days you would like your son/daughter to attend:

\_\_\_\_\_ Monday    \_\_\_\_\_ Tuesday    \_\_\_\_\_ Wednesday    \_\_\_\_\_ Thursday

TUITION \$ \_\_\_\_\_    **4 days - \$330 per trimester**    **2 days - \$220 per trimester**  
   **3 days - \$280 per trimester**    **1 day - \$130 per trimester**

I have read the above information and would like to enroll my child in the after school guided study program.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**