



Highland Park United Methodist Church

1300 Second Loop Road
Florence, South Carolina 29505
843.662.1233
Fax 843.665.5692

Dear Parents,

Ray Litts
Senior Pastor

Neal Y. Woods
Associate Pastor

Shawn Howell
Director of Christian
Education

Gwen DuRant
Administrative Assistant

Beth Prosser
Kindergarten Director

Lucy Davis
Minister of Visitation

Welcome to the 200-2009 Highland Park After School Care Program. Our goal is to continue to run this program efficiently throughout the year and to establish a satisfactory program for our students. If there are any questions regarding the program, please do not hesitate to contact me.

I have committed myself to operating with qualified staff. Our teachers and assistants are trained and all CPR certified.

Attached to this letter you will find the rules and policies for Highland Park After School Care. Take special notice of our policy on tuition, all tuition must be paid in advance. We must have a minimum of 3 students to pick up from any given school. Please go over the rules with your children. I also have included a Homework form, and Emergency Information form, and a Website form, please fill out and return as soon as possible. Just a reminder: all parents must come in to pick up your children. Students will not be allowed to go out by themselves. This is for the safety of our students.

Here at Highland Park, we are looking forward to another great year and if you have any questions or concerns, please call or drop by. Thank you for all your support.

Beth Prosser

“Sharing Christ with all, serving the needs of our world, a haven for all God’s people”