

Dear Parents/Guardians:

We are looking forward to welcoming new and returning students to Liguanea Preparatory School and anticipate that the Academic Year 2015/2016 will indeed be meaningful and rewarding for all parties. Please make note of the following:

- **OFFICE HOURS**

The Administrative Office will be close for the Summer Holidays from Friday, 24th July, 2015 to Friday, 21st August, 2015. We will reopen on Monday, 24th August, 2015.

You may contact us through email at liguaneaprep@cwjamaica.com or Dr. Paulette Francis-McGregor at 990-1942 or Miss Judith South at 385-4802.

- **DEADLINE FOR DOCUMENTS**

Parents/Guardians are being asked to submit all outstanding documents (immunization cards, birth certificates, passport size photographs, health certificates and the last two school reports - if applicable) by Monday, 24th August, 2015.

- **SCHOOL FEES**

Please be advised that the school fee for the academic year 2015-2016 is Sixty Thousand Dollars (\$60,000.00) per term.

Payments by cash should be made to the National Commercial Bank, Matilda's Corner Branch. All fees for returning students must be paid by Friday, 28th August, 2015. Kindly take in the school's copy of the payment voucher to the Office by Monday, 31st August, 2015.

Payment for new students must be made by Thursday, 23rd July, 2015.

- **ORIENTATION FOR NEW STUDENTS**

All new students accompanied by their parents/guardians are being invited to Orientation on Tuesday, 8th September, 2015 from 8:00 a.m. until 10:00 a.m. Students should be dressed in full school uniform.

- **NEW SCHOOL TERM**

The Christmas Term begins on Wednesday, 9th September, 2015 for new and returning students.

- **TEACHERS WORKSHOP**

There will be a Staff Workshops on Wednesday, 26th August, 2015 and Thursday 27th August, 2015 commencing from 9:00 a.m. to 1:00 p.m.