



# Willowdene Group of Schools

High School, Preparatory School, Early Childhood Division

A Seventh-day Adventist Institution

58 Brunswick Avenue, P.O. Box 505, Spanish Town, St. Catherine, Ja. W. I.

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## CALENDAR OF EVENTS

ITEM #	ACTIVITY/EVENT	DATE/TIME
1	Transferring Exercise – Early Childhood Division	Wednesday June 29, 2016 at 10:00 a.m. at the Spanish Town S.D.A. Church
2	Graduation – Preparatory School	Thursday, June 30, 2016 – 2:00 p.m. @ the Spanish Town S.D.A. Church
3	Graduation – High School:- Consecration Service →  Commencement Service→	Sabbath July 2, 2016 – 9:30 a.m. @ the Spanish Town S.D.A. Church  Sunday July 3, 2016 – 3:00 p.m. Spanish Town S.D.A. Church
4	Sale of Uniform Fabric for girls of High School, Preparatory and Early Childhood, as well as BOYS of E.C.D.	July 6 – August 26, 2016
5	Last day of School	Friday, July 8, 2016
6	Summer School (Compulsory for Form 1 students) (Special Computer Class for Forms 2 & 3 students)	July 11 – 28, 2016 Monday to Thursday 9:00 a.m. - 1:00 p.m.
7	Entrance Test for new students of High School	Wednesday July 13, 2016 & Wednesday August 24, 2016 at 10:00 a.m.
8	Collection of Reports for High School, Preparatory School and Early Childhood Division	Thursday July 21, 2016 8:30 a.m. - 12:00 noon & 1:00 - 2:30 p.m.
9	Early Registration for Returning Students	July 31 – August 31, 2016
10	Registration & Orientation for new students of High, Preparatory and Early Childhood Division	Wednesday, August 31, 2016 @ 9:00 a.m.
11	Registration for Returning Students of All Divisions	Thursday, September 1, 2016 @ 9:00 a.m.
12	Grade One Individual Learning Profile (Mandatory for all students of Grade One)	First Week of September 2016
13	Resumption of Classes for all Divisions	Monday, September 5, 2016
14	<b>STUDENTS MOVING FROM ONE DIVISION TO THE NEXT:</b> Parents of students moving from Grade 6 to Form 1 of the High School, as well as students moving from Kindergarten 3 to Grade 1 of the Preparatory School, are asked to complete and return the respective Application Forms to the Admission Office.	
15	<b>CUT-OFF TIME FOR PICK-UP OF STUDENTS:-</b> The Willowdene Group of Schools' cut-off time for picking up of students is <b>4:00 p.m. Monday to Thursday and 2:30 p.m. on Friday.</b> By law, after the official dismissal, schools cannot be held responsible for the safe-keeping of students. Students are not to be seen waiting on the campus long after office hours. Whilst we remain committed to ensuring that your child is safe, it is extremely difficult to supervise students left on campus, regular staff by then would be gone home. We respectfully ask that you ensure that the necessary arrangements are in place for the timely pick-up of your child. An ounce of prevention is better than a pound of cure.	
16	<b>AFTER -CARE PROGRAM:-</b> After-care facilities are available in the Divisions as follows:- <b>Early Childhood Division</b> - 3:00 p.m. to 7:00 p.m. Monday to Thursday and 2:00 p.m. to 5:00 p.m. on Friday. <b>Preparatory School</b> – 3:00 p.m. to 7:00 p.m. Monday to Thursday and 1:30 p.m. to 5:00 p.m. on Friday.	

