October 23rd, 2019

Parkway Center City Middle College

540 North 13th Street

Philadelphia, Pa. 19123.

**Senior Dues Letter**

Dear Seniors and Families,

Please read this document carefully and completely. It contains information that is vital for your scholar’s senior year! Thank you for your time and attention!

First, my name is Alex Buxbaum. I’m the English IV and Drama teacher at Parkway Center City Middle College. I am also co-sponsor, along with Counselor Ludlow, for the Class of 2020. As co-sponsor, I’m one of the two point-people responsible for coordinating this year’s senior portraits, graduation, yearbook, senior luncheon, senior reflections night, class T-shirt, and class trip.

I want to first thank you for your patience. The start of the year is always a busy time for teachers and staff, and it has taken us a little while to investigate and come to terms with various vendors, venues, and providers. At this juncture, we have chosen our vendors, signed our contracts, and are ready to post dues responsibilities for the Class of 2020. If you have any questions or concerns, don’t hesitate to reach out at: abuxbaum@philasd.org or call Parkway Center City at 215-400-7620 and ask for Mr. Alex. On the next page, you’ll find options for senior dues for the Class of 2020. **With your senior, please choose one option.** Then, follow the directions for payment. Scholars that DO NOT pay their dues, or are delinquent in doing so without communicating with me, are at risk of missing senior activities like graduation, prom, senior luncheon, senior reflections night, and/or class trip. As a reminder, the first payment is due on **Monday**, **November 25th, 2019.** The amount your scholar is responsible for paying will vary based on the option you choose. Thank you for your time and attention, and I look forward to working with you and your seniors!

Sincerely,

Alex

**CHOOSE ONE OPTION. FOLLOW THE PLAN FOR PAYMENT DETAILED BELOW.**

**Option #1 – THE COMPLETE SENIOR YEAR PACKAGE**

$300 - *This package includes graduation venue fees, cap/gown/tassel/stole/diploma cover, one yearbook, one ticket to senior luncheon, one ticket to senior reflection night, ONE ticket to prom, and one Class of 2020 T-Shirt.*

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**Option #2 – THE SENIOR YEAR PACKAGE WITHOUT THE SENIOR LUNECHON**

$280 - *This package includes graduation venue fees, cap/gown/tassel/stole/diploma cover, one yearbook, one ticket to senior reflection night, ONE ticket to prom, and one Class of 2020 T-Shirt.*

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**Option #3 – THE SENIOR YEAR PACKAGE WITHOUT PROM**

$180 - *This package includes graduation venue fees, one cap/gown/tassel/stole/diploma cover, one yearbook, one ticket to senior luncheon, one ticket to senior reflection night, and one Class of 2020 T-Shirt.*

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**Option #4 – THE SENIOR YEAR PACKAGE WITHOUT PROM AND LUNCHEON**

$160 - *This package includes graduation venue fees, one cap/gown/tassel/stole/diploma cover, one yearbook, one ticket to senior reflection night, and one Class of 2020 T-Shirt.*

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**PAYMENT**:

 In order to make payment more manageable, but also to help Parkway Center City start paying off some of our own deposits, we’ve organized the calendar into four equal payment dates. We’ll ask that ON OR BEFORE each payment date, your senior pay one quarter (25%) of his/her senior dues to our “Senior Class Treasurer,” Ms. Ly Nguyen, in Room 101. She is typically available during lunch periods AND study halls on Mondays, Wednesdays, and Fridays. Her email is lbnguyen@philasd.org. **Cash** or **Money Orders** made out to “Parkway Center City Middle College” are accepted. Ms. Nguyen will give you a receipt upon payment.

**PAYMENT TIMELINE:**

1st Payment – 25% of Total Package - Monday, November 25th, 2019

2nd Payment – 50% of Total Package – Monday, January 13th, 2020

3rd Payment – 75% of Total Package – Monday, March 9th, 2020

4th Payment – 100% of Total Package – Monday, May 4th, 2020

*\*Cash or Money Orders made out to “Parkway Center City Middle College”*

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**Option #1 Payment Plan:**

Each payment is $75.00.

**Option #2 Payment Plan:**

Each payment is $70.

**Option #3 Payment Plan:**

Each Payment is $45

**Option #4 Payment Plan:**

Each Payment is $40

**Final Notes:**

\* Extra Prom tickets cost $130 each. If your scholar will be purchasing an ADDITIONAL TICKET, that charge can be added to the final dues total and broken up into 4 equal payments. All prom payment is due on Monday, May 4th, 2020.

\*\* The Class of 2020 Steering Committee is currently planning a senior trip. This charge will be an extra charge for seniors, if they are interested in coming on it. It is NOT included in the senior dues. We are currently raising money for the bus and trip in order to defray many of its costs. When we have done more planning and decided on where we’ll go and when the trip will be, we will issue more information.

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**Important Senior Dates:**

1. Monday, May 4th, 2020. **ALL SENIOR DUES SHOULD BE SUBMITTED**. If you don’t submit 100% of your payment on this date, you risk missing out on prom, the senior luncheon, and/or graduation. If you have issues with on-time payments, please contact me immediately.
2. Friday night, May 29th, 2020. **Prom at The Arts Ballroom**. 1324 Locust St. Philadelphia, Pa.
3. Friday between 7 PM and 9 PM, June 10th**, Graduation at University of Pennsylvania’s Irvine Auditorium.** 3401 Spruce St. Philadelphia, Pa. 19104.

**Questions about payment or other concerns**?

Email or call at me, Mr. Alex Buxbaum at:

abuxbaum@philasd.org or 215-400-7620