



2011-2012  
School Year

# Extended Student Supervision (ESS) Program

This program provides parents with before- and after-school supervision of students.

**TIMES AVAILABLE:** 7:00 am – 7:45 am  
3:00 pm – 6:00 pm

**FEES:** Fees are per child and will be based upon your choice of two kinds of usage of the program:

Hourly: A charge of \$2.25 per half hour on the clock or any part thereof.

Weekly: A charge of \$25.00 for all-week every morning.  
A charge of \$45.00 for all-week every afternoon.

**Late Fee:** Because the program ends at 6:00 pm, a fee of \$5.00 per fifteen minutes after 6:00 pm is **due upon pick-up.**

All fees (except late fees) will be added to the VCA account and are payable monthly according to the financial agreement signed at enrollment.

## PROGRAM GUIDELINES:

The ESS program is offered in an effort to serve our VCA families.

Morning supervision begins at 7:00 am. School begins at 8:30 am. Students who arrive earlier than 7:45 am will be considered ESS, subject to charges.

The afternoon program is designed for students to have supervised play time and study time. There will be a variety of activities ranging from board games, free play, playground, videos, group activities, and a structured time to do homework. Afternoon ESS will include a snack for students present after 3:30 pm. It will be held in the Cafeteria. Students in carpool who are not picked up by 3:15 pm will be taken to ESS, subject to charges beginning 3:16 pm. (School ends at 3:00 pm.) Parents need to park and come to the cafeteria (small gym) exterior doors to sign out and pick up their students. All students must be picked up and signed out only by designated individuals indicated on the registration.

The morning and afternoon programs will be supervised by current VCA employees. Parents may call the ESS Supervisor directly by calling 216-401-1094 during program hours. This program is only available to current VCA students. Students are subject to the rules and guidelines for ESS program. Discipline will be administered in accordance with school guidelines.

**REGISTRATION:** A registration form must be completed and on file for a student to utilize the program. It must be filled out completely and signed by the parent or guardian.

## EXAMPLE:

A student is in ESS one day from 7:00am to 5:15pm.

The fee for that day will be:

7:00-7:30 \$2.25

7:30-7:45 \$2.25

= \$4.50 / day

3:00-3:30 \$2.25

3:30-4:00 \$2.25

4:00-4:30 \$2.25

4:30-5:00 \$2.25

5:00-5:15 \$2.25

= \$11.25 / day

=====

Total \$15.75/day

Discounted weekly rates are optional.

# Extended Student Supervision (ESS) Program Registration Form

2011-2012 School Year
--------------------------

(Please print legibly)

### Family Information

	Father	Mother	Student's Name(s) and Grade(s)
Last Name			
First Name			
Home Phone			
Work Phone			
Cell Phone			

### Emergency Contacts (after parents)

Priority	Name	Phone Number	Relationship
1			
2			
3			

<b>These people have my permission to pick up my child(ren) (include relationship):</b>

<b>These people <u>do not</u> have permission to pick up my child(ren) (include relationship):</b>

<b>Although the supervisors will have a copy of the Emergency Medical Forms, please list any pertinent information of any kind that should be noted:</b>

I will be utilizing the following fee structure:

- Hourly Rate - \$2.25 per half hour, per student
- Weekly Rate - M-F Mornings only - \$25 per student
- Weekly Rate - M-F Afternoons only - \$45 per student
- Weekly Rate - M-F Mornings and Afternoons - \$60 per student

(please check one - if you choose the weekly rate(s), no adjustments will be made when days are missed)

I understand and agree to the following:

- a) Charges for this program will be added to my VCA account according to the program fee structure checked above and I will be billed according to my financial agreement signed at enrollment.
- b) **I will immediately pay the late fee** (\$5 per 15 minutes) when I arrive to pick up my student(s) after 6:00 pm. (This cannot be charged to my account.)
- c) I can lose the privilege of having my students in the program if behavior issues are unresolved, I do not abide by the guidelines, or my VCA account becomes delinquent.
- d) Only enrolled students (no siblings) can participate in the program.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**A completed registration form must be on file for any student to participate in ESS.**