

Extended School Services - K-8th Grade

ESS provides quality care in a fun and safe environment for our K-8th grade students. Our intent to keep students safe can only be successful when parents work with the school by following the ESS guidelines and paying their account balance on time. Seriously inappropriate student conduct or non-payment of an account can result in loss of ESS privileges.

Program Overview: ESS provides a time for snack, free-play, and/or homework completion. Participation is required of all students who are checked-in to ESS. ESS staff are available to answer questions and encourage students to complete daily assignments, study weekly spelling words/bible verse, as well as sign off on reading minutes.

Hours & Drop-in Fees per Student

Regular School Days (K-8th)	3:05 PM to 5:00 PM	\$22 flat rate, per student, per day
Early Dismissal Days (K-8th)	11:45 AM to 3:00 PM	\$22 flat rate, per student, per day
Late Start (Thursday only, K-8th)	8:00 AM to 9:00 AM	\$10 flat rate, per student

ESS Policies & Procedures:

- **Check In:** All K-8th grade students not picked up between 3:05- 3:20 PM (or 11:45-12:00 AM on early dismissal days) will be checked-in at ESS and the drop-in fee will be added to the parent/guardian's FACTS billing account.
- **Check Out:** Once a student is checked into ESS, we require a signature of a parent, guardian, or other authorized pick-up person to check out. ESS staff may ask to see the ID of any pick-up person unfamiliar to them. ESS staff reserves the right to hold your child in ESS until proper ID or parent-authorization can be verified. We take your child's safety very seriously and ask for your full cooperation.
- **Location:** Weather permitting, ESS will be conducted from the playground. On rainy or cold weather days, ESS may move to Room 300. Signs will be posted outside the playground.
- **Billing and Payment:** Once a student is checked into ESS, the parent/guardian's FACTS account will be billed the drop-in fee. Please log into your FACTS Parent Portal and click "Billing" to see all charges and pay ESS fees.
- **Late Pick-up Fees:** After closing, ESS will charge a late fee of \$10.00 for every 5 minutes past closing time, no exceptions. Late fees will be added to your FACTS billing account.
- **Enrichment Classes:** ESS is pleased to offer K-8th grade students a variety of classes hosted by teachers or outside vendors with additional charges for these classes. The instructor will escort students to and from all classes. Students in the 6th – 8th grade may attend home-game sporting events at Kring Field with a member or our ESS staff, if staffing permits.

Extended School Services (K-8th Grades) Registration Form for Prepaid Services

Pre-Registration Monthly Fees

\$300 per month

Save up to 30% when you prepay for ESS!

- **Prepaid Billing:** Pre-registration monthly fees must be paid in full for discounted rates to apply. If payment is not received for any given month, your ESS billing rate for that month will be adjusted back to the drop-in rate and charges will be reflected on your FACTS billing account. No refunds or credits for unused time.
- **Cancellations:** If you wish to cancel prepaid ESS services, please submit your request in writing to tpaulson@ventureca.org. Cancellations must be submitted at least 7 days before the end of the month to avoid being billed for the next month. No refunds or credits for unused time.
- **Late Pick-up Fees:** Additional late pick-up fees also apply to prepaid service users, at a rate of \$10.00 for every 5 minutes past closing time, no exceptions. Late fees will be added to your FACTS billing account.

Please complete and submit to the School Office at least 7 days prior to the first day of the next month, to enroll for the Prepaid ESS program.

Billing Parent's First & Last Name: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Parent Acknowledgement:

I have read and understand the Extended School Services Policies and Procedures and I would like to register my child(ren) for the Prepaid ESS program. I have read and understand that the Prepaid Monthly fees are for ESS care from 3:05PM to 5:00PM (11:45AM to 3:00PM on early-dismissal days) and Late Fees, at a rate of \$10 for every 5 minutes, will be applied after closing time. There will be an additional fee of \$10 for morning ESS on Thursday from 8:00am-9:00am. I also understand that I must submit cancellations in writing with 7 days notice and that there are no refunds or credits for unused time.

Parent Signature

Date

Questions? Please email tpaulson@ventureca.org or contact the school office.