

Voyager After School Program

Dear Parents and Students,

Welcome to Voyager! The following information is to help you fill out the forms on this Website and be prepared for the first day at Voyager. **Please return the, Alternate Transportation Form (for the school office) and Pink Personal & Emergency Medical Form, to the school off: Attn: Voyager Program as soon as possible. **BEFORE THE FIRST DAY OF SCHOOL – WED., AUGUST 10, 2016****

Schedule: 2:20 – 4:00 (2nd-5th) 2:50 - 4:00 (Kdg-1st) - Transition Time (Snack, Homework, Recess)
4:00 – 5:00 - Voyager Curriculum
5:00 – 6:00 - Parent Pick-Up (Completion of Voyager Activities, Homework, Recess,
(Schedule will vary)

Personal & Security Information Please fill this out for Voyager. **Important!! List anyone who has permission to pick up your child from Voyager.** Be sure that these people know they will be required to show picture identification when they pick up your child.

Emergency: Form This form must be on file with the Voyager Staff in case of an emergency that would require a call to 911.

Transportation Form **This form must be completed and returned to the school office before the first day of school**

Payments: **Tuition is to be paid the first week of the month no later than the 10th.** The rate varies depending on how many days school is in session for each month. The tuition fee amount, by month, is included with this letter. Failure to pay fees on time may result in a \$20.00 late fee charge. Parents wishing to pay for several months in advance may do so.

Late Pick-Up Fee Any student/s not picked up by 6:00 p.m. Parent will be charged \$1.00 per minute per child.

Snacks: Each student is responsible for bringing a healthy snack each day. Water is always available. In the event that student forgets, a pretzel snack will be available for \$.50

First Day: Classroom Teachers will be notified as to the students in their class that will be attending Voyager. Voyagers are to stay in their classrooms after school and will be dismissed after bus riders leave. When dismissed, Voyagers are to walk quietly to the multi-purpose room (lunchroom/cafe). The Instructors (teachers) will be there to greet Voyagers.

Sign In / Out: Voyagers must sign themselves in as they arrive each day. Parents must sign them out. No students will be allowed to wait outside for parent pick up. Identification will be required for pick up until we get to know you. This is to ensure your child goes home with the right person.

Absences: **Please send a note to school with your child or call or text the Voyager Phone if they will not be attending Voyager. This is very important!** If your child does not sign in we will have to contact the teacher or make a call to the parent to be sure of where they are. The teacher will forward the note to the office to be placed in the Voyager mailbox.

Contact: For other information or questions please contact one of the Directors:
Mrs. Cooke - 937-620-7363, or Mrs. Sirmans-937-231-8800. Voyager email: laura.cooke@centerville.k12.oh.us or karen.sirmans@centerville.k12.oh.us Each school will have a Voyager Cell Phone. A card with the Voyager numbers will be given to you the 1st day of school.