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June 20th, 2023

Dear VCS Family,

We are excited to share some VCS Before/Aftercare updates for the 2023-2024 school year. The changes will be more engaging for kids, and we hope that our extended hours continue to be helpful for families. This year will also differ from prior years because you must sign your student up to use these services. Our student body has tripled in the last two years, and we must ensure we have the proper staffing to provide this service.

VCS will provide before care every day from 7:00 am - 7:35 am. Students should be dropped off in the library of the primary school building. A parent or guardian must accompany their student into the building. If your student is clocked into before care, you will be charged for the time used. The charge is \$2.50, regardless of when the child arrives.

VCS Aftercare will be provided every day from 3:00 pm - 6:00 pm. A VCS staff member will oversee all aftercare activities. The cost for aftercare is \$5.00 an hour per student. Students will be divided into different age groups to help reduce the class sizes.

VCS Aftercare will begin with a small snack time. Please note that you must send your child a snack/drink. Please inform the teacher if your child needs to purchase a snack/drink from the school. Our staff will then provide homework support. It is important to note that your child must bring the needed items and assignments to aftercare. The aftercare staff member cannot be responsible for contacting the teacher and obtaining needed items. We also ask that you review the work to ensure your child's answers are correct and that no additional help/studying needs to occur. Once students have completed tutoring/homework, they can choose to participate in games and activities. Students may bring a personal device or book to use during aftercare. The school/staff is not responsible for any damage or theft that may occur to personal property/devices. The aftercare program will end at 6:00 pm. Parents and guardians are welcome to pick up their students any time



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between 3:15 pm - 6:00 pm. Please remember that once a student clocks into our system, it will bill for the hour. There is no way around this policy.

We will use FACTS Management to bill our aftercare program. They will automatically draft your account every two weeks. If your payment is returned due to insufficient funds, your child will be permitted to use aftercare once the balance is rectified. There are no other payment arrangements at this time.

If there is a behavioral problem, the parent/guardian will be notified at pickup. If the problem persists, a meeting will occur with the aftercare teacher and Ms. Smith, our principal. If the problems persist after the meeting, your student will be suspended from aftercare for a week. The student may be dismissed from aftercare if this does not rectify the problem. If your student uses profane language, fights, or disrespects the staff, you will be contacted to pick up your student immediately.

Finally, as mentioned, you must make arrangements to use before/aftercare services this school year. There will be a one-time \$25.00 registration fee for using this service. This change is due to growth in our student body and providing proper staffing for these services. Children signed up for aftercare will go to the aftercare room at 3 pm unless you make arrangements with your teacher for them to go to the car line. Any child not picked up by 3:15 pm that is not registered for aftercare will be considered an "emergency drop-off," and a fee of \$20.00 will be charged regardless of the time used. Also, you will incur a charge of \$2.00 a minute for any student picked up after 6:00 pm.

Please fill out the digital registration form to enroll your student and contact the office to pay the \$25.00 registration fee. If you have any questions, please contact the school office at 803-278-0125. We will be glad to help clarify any concerns or questions. We look forward to partnering with your family this school year.

Thank you,

VCS