

School Year 2019-20

Dear Voyager Parents,

We are pleased you have chosen for your children to be with us in Voyager. We want to call your attention to a few items listed below that will be informative and will help make things run more smoothly for everyone. Phone numbers and email addresses are listed at the bottom of this page so please call, text or email us if you have any questions. We look forward to meeting you and working with your children.

Best Regards, Laura Cooke & Karen Sirmans

SAFETY AND SECURITY — **ALL DOORS AT ALL BUILDINGS ARE LOCKED.** Bright Yellow **Voyager Call Boxes** **have been installed at all buildings.** To pick up your child(ren) you will need to push the call button on the box which will connect you via portable radios to the Voyager Staff who will come to the locked door to let you enter. Most of the call boxes are located at the front door. Cline, Driscoll and Primary Village North are located at alternate places. Cline is around the end of the building at the back door under the canopied walkway. Driscoll is located in the front at the door nearest the Gymnasium. Primary Village North is located at the door around the South end of the building.

VOYAGER ATTENDANCE — **We will expect your child at Voyager everyday unless you have notified us otherwise.** If they don't report and sign-in we will start a search for them. **Please be sure to notify us if they are going to be absent from Voyager. You may notify the school but please notify us as well.**

DAILY SNACK — Please pack a healthy snack for your child to bring to Voyager. We will have a small bag of pretzels/chips available if your child does not have a snack and wants one. The cost is .50. Children will be permitted to go to the drinking fountain if they are thirsty. They may also bring a water bottle, labeled with their name, to fill at the fountain

FEE PAYMENTS — **Payments are due on the first day of the month.** You have until the 10th of the month to get your payments in without a late charge. **The late charge is \$20.00.** If your payment is not in by the end of the month your child will no longer be able to attend Voyager. Any exception to this must be approved by one of the Directors. We gladly accept advance payments. (Fee Schedule is posted on the Website.)

PICK-UP AFTER 6:00 - Voyager ends at 6:00 p.m. Staff members do not get paid after this time. If you are late picking up there is a charge of \$1.00 per minute, per child. If you have more than one child you are required to pay the \$1.00 for each one. This fee is to be paid (preferably in cash) directly to the staff member who has stayed with your child. The only exception to this is if severe weather should happen late in the day before roads can be cleared. We want everyone to be safe including our staff who would have to travel home as well.

HOMEWORK POLICY – An important part of Voyager is to allow a dedicated time for children to complete homework assignments. This block of time will be about 30-45 minutes. Voyager staff members are available to assist children over rough spots and encourage them to focus on the assignments. Staff members are not tutors. We cannot sit one on one with a child to instruct them. If a child is having difficulty we will make every attempt to help them but feel it is important that they do their own work. We will keep the parents informed if their child needs assistance from them at home. Their classroom teachers prefer us not to correct their work although we do check it and tell the child if they have something wrong so they can fix it. We will all work together to do what is best for your child.

CONTACT INFORMATION – Each school has a cell phone and will give you a card with the number. If you can't reach them at their number please contact one of the Directors. Call, Text, or email:

CLNE: 937-479-9650 DRISCOLL: 937-371-9986 JOHN HOLE: 937-371-9355 NORMANDY: 937-776-6274

P.V. NORTH: 937-479-9594 P.V. SOUTH: 937-479-9493 STINGLEY: 937-776-6395 WELLER: 937-479-9221Laura

Cooke – 937-620-7363 email: laura.cooke@centerville.k12.oh.us

PLEASE SAVE & KEEP THIS

Karen Sirmans – 937-231-8800 email: karen.sirmans@centerville.k12.oh.us

INFORMATION LETTER.