

Voyager AfterSchool Program

Dear Parents and Students,

Welcome to Voyager 2020-2021. The following information is to help you fill out the forms on the Website and be prepared for the first day at Voyager. **Please complete and return the Registration Packet which includes the Registration Form, Alternate Transportation Form (for the school office) the Personal & Security Form & Emergency Medical Form, (Separate forms for each student) via email to Laura.cooke@centerville.k12.oh.us **AND** to Karen.sirmans@centerville.k12.oh.us or by US Mail to ATTN: VOYAGER, Centerville City Schools, 111 Virginia Avenue, Centerville. OH 45458. Or you may drop off completed forms to the Central Offices on Virginia Avenue or the school Office (if they are open) as soon as possible before school starts. **It may take a couple of days for us to confirm placement of your child in the program.****

Sample

Schedule: 2:20 – 4:00 (2nd-5th) 2:30 - 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 Form 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 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 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.

Voyager Cells: Cline: 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:937-479-9221

Contact: For other information or questions please contact one of the Directors:
Mrs. Cooke - 937-620-7363, laura.cooke@centerville.k12.oh.us or
Mrs. Sirmans-937-231-8800, karen.sirmans@centerville.k12.oh.us