



Our Lady of Victory Catholic Preschool

ENRICHMENT SCHOOL PROGRAM (ESP)

2026-2027 PARENT CONTRACT

Child's Name: _____

By enrolling your child in the OLVCS Enrichment School Program (ESP), you are agreeing to accept the following policies and procedures:

1. Only enrolled OLVCS preschool students are eligible to participate in ESP.
2. ESP Morning runs from 7:30AM-8:30 AM and ESP Afternoon runs from the end of the morning program (12:00 PM) until 3:00 PM on days that school is in session.
3. Students may participate in ESP only on the days that they attend their preschool morning program. To attend ESP for an afternoon, they must arrive by 10:30 AM that day.
4. There is no ESP on in- service days, parent-teacher conference days, the last day of school, school delays or early dismissals (due to weather, another emergency, or scheduled event.)
5. Fees for ESP participation are assessed on a monthly basis. Attendance contracts are created prior to the start of the month and rates are as follows:

	1 Day	2 Day	3 Day	4 Day	5 Day
Morning: 7:30AM-8:30AM	\$46/month	\$92/month	\$138/month	\$184/month	\$230/month
Afternoon: 12PM-3PM	\$72/month	\$144/month	\$216/month	\$288/month	\$360/month

6. A late fee of \$20 will be assessed for any student who is picked up after 3:00 PM.
7. Children enrolled in the afternoon program must bring a packed lunch from home. All lunches must be completely nut-free due to allergy safety requirements. Please do not include any items containing peanuts, tree nuts, or nut-based products. All lunches, outside of thermoses with hot food, will be refrigerated when students arrive at preschool. We do not have the ability to heat food on-site. If you are sending hot food in an insulated thermos, please label the thermos with your child's name so it will not be confused with another child's thermos. Thermoses with hot food will be removed from lunch boxes/bags before the boxes/bags are refrigerated.

(Please Turn Over)

- 8.** Afternoon snacks will be provided by ESP.
- 9.** Students will only be released to parents/guardians and other individuals over the age of 18 years listed on the OLVCS Emergency Information Form (anyone younger would need to be authorized by the parents/guardians and approved by the Preschool Director)
- 10.** Parents/guardians are billed monthly as per their ESP contract. Invoices are sent and payments will be made through the FACTS system.
- 11.** Payment is due at the end of the month after ESP was provided. If payment is not received by the due date, the student(s) will not be permitted to attend ESP until the delinquent payment is received.
- 12.** If you would like to make any changes to your child's ESP schedule, please email Sarah at houslers@olvcs.org. At least two weeks' notice is required.

Below, please indicate the days your child will be attending the program and check whether they will attend morning (AM), afternoon (PM) or both. This helps us plan appropriately for staffing and activities.

My child will attend ESP on the following days:

Day	AM	PM	Both
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I have reviewed and understand the policies and procedures of the OLVCS Enrichment School Program and wish to enroll my child in the program. Please return the signed contract to the preschool office.

Parent/Guardian Signature

Date