

Extended School Services - K-8th Grades

ESS provides quality care in a fun and safe environment for our K-8th grade students. Our intent to keep students safe can only be successful when parents work with the school by following the ESS guidelines and paying their account balance on time. Seriously inappropriate student conduct or non-payment of an account can result in loss of ESS privileges.

Program Overview: ESS provides a regular time for snack, free-play, and/or homework completion. Participation is required of all students who are checked-in to ESS. ESS staff are available to answer questions and encourage students to complete daily assignments, study weekly spelling words/bible verse, as well as sign off on reading minutes.

Hours & Drop-in Fees per Student

Regular School Days (K-8th)	3:00 PM to 6:00 PM	\$5 per ½ hour
Early Dismissal Days (K-8th)	11:30 AM to 5:00 PM	\$5 per ½ hour
Late Start (every Thursday, K-8th)	8:00 AM to 9:00 AM	\$10 flat

ESS Policy & Procedure:

- **Check In:** All K-8th grade students not picked up by 3:10 PM (or 11:40 AM on early dismissal days) will be checked into ESS and you will be automatically charged the drop-in rate.
- **Check Out:** Once a student is checked into ESS, we require a signature of a parent or other authorized pick-up person to check out. ESS staff may ask to see the ID of any pick-up person unfamiliar to them. ESS staff reserves the right to hold your child in ESS until proper ID or parent-authorization can be verified. We take your child's safety very seriously and ask for your full cooperation.
- **Late Fees:** ESS will be billed in 1/2 hour increments until closing. After closing, ESS will be billed in 1 minute increments at a rate of \$5.00 per minute, no exceptions.
- **Enrichment Classes:** ESS is pleased to offer K-8th grade students a variety of classes hosted by teachers or outside vendors with additional charges for these classes. The instructor will escort students to and from all classes. Students in the 6th – 8th grade may attend home game sporting events at Kring Field provided permission is on file.

Prepaid Registration: ESS rates are discounted with prepaid registration for K-8th grade students.. **The discounted monthly fees listed below are only for the hours of 3:00pm to 5:00pm.** After 5:00 PM your ESS billing rate returns to \$5 per half hour.

Pre-Registration Monthly Fees

Pay just \$8.50 per hour from 3:00pm to 5:00pm when you prepay for ESS!

SEP - \$340	OCT - \$272	NOV - \$289
DEC - \$221	JAN - 323	FEB - \$255
MAR - \$374	APR - \$255	MAY - \$289

- **Prepaid Billing:** Pre-registration monthly fees must be paid in full for discounted rates to apply. If payment is not received by the first day of the month, your ESS billing rate for that month will be adjusted back to \$5 per half hour and charges will be reflected on your next billing statement. No refunds or credits for unused time.
- **Cancelations:** Cancel at any time. Cancelations must be submitted in writing before the end of the month to avoid being billed for the next month. No refunds or credits for unused time.
- **Late Fees:** Additional late pick-up fees apply and will be added to your next month's bill. After closing, ESS will be billed in 1 minute increments at a rate of \$5.00 per minute, no exceptions.

Questions? Please email ess@lgcs.org or contact the school office.