

The program is a licensed part-day program providing before and after-school care for currently enrolled students at St. John Bosco Catholic School.

Hours of Operation: The program is available every morning before school from 6:30 a.m. until the gates open at 7:15 a.m.

The program is available from 3:00 p.m. to 6:00 p.m. Monday through Thursday and from 12:30 p.m. to 6:00 p.m. on Friday. On days that are scheduled half days, the program is available from 12:00 p.m. to 6:00 p.m.

Operation During School Breaks: ESP will not be available during school breaks. We will not provide services after school the day before Christmas break & the Last day of school. We will open 1 week before school starts. Please see the school event calendar for updates.

Enrollment Procedures: Students are automatically enrolled in ESP services—there are no additional forms you need to complete.

Charges and Fees: There is a one-time enrollment fee of \$25.00. It will be charged the following month after the first visit (for example, they use it in August, we will bill with August ESP fees in September).

The hourly rate is \$4.00 per hour. (\$1.00 per 15 minutes) An additional fee \$1.00 per 15 minutes will be charged for late pick-up after 6:00 p.m.

Child Admission and Release: Between 6:30 – 7:30 am, all students must be signed in by the parent with the time of arrival documented. Parents or other adults authorized on the Emergency Card/Renweb, must sign out their children when they are picked up with the departure time documented. If another adult is to pick up the child they must be documented in Emergency card/RenWeb. The staff member on duty will require presentation of identification by the adult who picks the child up. For children who participate in extra-curricular activities or tutoring, the students go directly to that activity. At the conclusion of that event, the moderator will escort the student and sign the student in to ESP.

Discipline Methods: The ESP program is an extension of the school day. School rules still apply, to include policies as outlined in the Student Handbook. Disregard of procedures or rules will result in progressive, logical consequences. Serious misbehavior will be documented and shared with Administration (Mrs. Bescak) and may result in a conference with parents, a behavior contract or required withdrawal from the ESP program.

Transportation Procedures: The program does not provide transportation of students.