

After School Program Information & Dismissal Procedures

Dismissal

TIME: 3:50 PM

PLACE: Rear Driveway Area

It is our goal to continue to make the After School Program dismissal Procedure as safe and efficient as possible. Please take a few moments to review list below. These steps will help us as we work together to reach our objective.

Please:

- **Pull up** to the **boarding area** which extends from the first orange cone around to the last orange cone. Stay in a single file line. If you have a name placard in the windshield indicating last name, it is helpful.
- **If you need to park**, for any reason, use the parking spaces provided on the side of the long driveway. Please back in to these spaces so that you have a clear view when pulling out. **Do not park inside the orange cones.**
- Stay in your car when in line. If you need to assist your child in entering the car, please pull over to the parking spaces and get your child from the waiting line.
- Students wait for pick up at the yellow line. By doing this, we can communicate with the students easily and keep them at a safe distance from the moving cars.
- Children will not be dismissed to the front of the building or from their After School Program classrooms. Please wait for your children in the Rear Driveway Area.
- It is important that we keep the playground equipment clear until all children have been picked up out back. It is easier for us to keep track of the students without the added distraction of children playing on the equipment.
- After the signal has been given that all are accounted for, then parents are welcome to supervise their children on the playground.

***Please let the ASP teacher know - in writing - if your child will be going home with another parent ***

Discipline:

If the teacher is unable to effectively teach the class due to disruptive behavior, a written warning will be given to the parent/guardian. Upon a second incident, the student will be removed from the class.

Attendance:

After school instructors will take attendance and will call a parent if a child is not present. **Please inform the teacher if your child will NOT attend an ASP on a specific day.** Your child's classroom teacher will have an after school program class list and can help to remind your child on his/her after school program day. It is also important for you to remind your child where he/she is going on the morning of his/her class.

Your child will go directly to his/her after school program when school is dismissed at 2:50 PM.

Snow Days:

If school is cancelled due to weather the After School Program is also cancelled. **Snow days are not made-up.** The After School Program is canceled if school is dismissed early due to weather.

After School Program ends Friday, April 5th.

There is no After School Program if there is no school!!

Parents should create a plan with their child in case he/she accidentally goes home on an ASP day.