

An overview of the new policies and procedures for after-school activities is stated for you below.

POLICIES AND PROCEDURES FOR AFTER-SCHOOL ACTIVITIES

- **Registration**. All students must be registered in all after-school programs in which they participate. Registration is approved after a registration form is submitted for the student. A parent permission form may be considered as the registration form, depending on the activity. Parents with multiple children must complete a registration form for each child.
- **Attendance**. After-school program sponsors will take attendance daily. If your child is not going to participate in his/her after-school activity, you are asked to notify the after-school program sponsor and homeroom teacher via e-mail **no later than 12:00 noon** the day of the expected absence.
- **Early Pick-Up**. The early pick-up form in the main office has been modified. It now includes a column for participation in after-school activities. If you are going to pick-up your child early, please complete this new portion of the form to ensure that this additional check and balance is complete for that particular day.
- **Dismissal**. The activity sponsor will escort the students to the front of the school for parent pick-up and to board the school bus. However, due to high student enrollment, students in the After-School Program (Mondays/Thursdays) and Chess, will remain in the cafeteria for parent pick-up. For these two programs, the parents are expected to come into the building to pick up their child.
- **Communication**. Adding, dropping, and/or otherwise modifying your child's participation status in an after-school activity must be confirmed in writing. When adding an after-school activity, parents must complete a new registration form and submit it to the program sponsor before participation is approved.
- **Parent Responsibility**. The school is held accountable for each and every child that is placed in our care on a daily basis. We need parents to help us carry out our responsibilities by also being responsible. Please plan accordingly in communicating changes that affect your child's participation in any after-school activity. Additionally, please pick up your child on time. Repeated failure to uphold these and other key responsibilities can and may result in your child's removal from the program.

Best regards,

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