GREAT FUTURES START HERE.

BOYS & GIRLS CLUB of the ANTELOPE VALLEY

Early Release / Late Arrival Policy - ASES / ELO-P
(After School Education and Safety / Expanded Learning Opportunities Programs)

Boys & Girls Clubs of Antelope Valley operates an after-school enrichment program from the time school ends until 6:00 PM (or otherwise posted time) every day in which school is in session. It is the intention of these programs that all student participants attend regularly and stay at the program until closing.

We understand that there will be times when it is not possible for your child to attend the entire duration of the program day. It is the responsibility of the students' parent/guardian to notify the after school Site Coordinator, of days in which the student's regular leaving pattern or daily attendance will not be possible.

Listed below are examples of situations that may cause your child to leave early (or arrive late):

- (1) Family schedule makes it difficult for child to leave or be picked up at closing.
- (2) Student receives district-sponsored transportation and must leave at a designated time.
- (3) Student has a pre-scheduled Doctors appointment.
- (4) Family Emergency.
- (5) Child walks home/Student welfare (All walkers are sent home ½ hour prior to sundown regardless of parent requests, during the months of November-March only.) Walkers require written staff and parent approval.
- (6) Student/Family has other non-program obligations or attends a parallel program
- (7) Late Arrival / Other applicable conditions determined on an individual basis by the after school program staff.

In accordance with this policy, if students are picked-up prior to gates opening at 5:30, the corresponding reason must be specified on the sign-out form. Parents/Guardians must also supply advance notice to the Site Coordinator in the circumstance that your child will be picked-up by anyone other than the students' parent/legal guardian. Advance notice can be provided via email, phone call or in person by a verified guardian.

In the event of excessive absences, excessive late arrivals, or excessive requests to leave early:

Because the ASES / ELO Program is evaluated by the state and funded by the state based on daily attendance and other factors, excessive absences or excessive requests for late arrival will be tracked for each participant to better understand attendance trends and program needs. It is the intention of the Club to provide that best possible program for all students and accommodate the needs of the families we serve.

As a parent, I understand that as a participant in the after-school program, it is my intention to take advantage of all program times and opportunities. If attendance trends such as early pick-up and absences become excessive, program staff will assess the family's needs and make necessary adjustments to accommodate other students on the waitlist who may fully benefit from our programs. We appreciate your understanding and acceptance of this policy.

Parent Signature _____ Date _____