

## PROCEDURES AND GUIDELINES

All students registered for the after school session are expected to attend every afternoon they attend school, unless written notification is provided to the Extended Day Supervisor and classroom teacher. **This notification is important to ensure that that all registered students are accounted for.**

### **Elementary Schools**

All students attending the before-school program must be accompanied into the program and signed in by a responsible adult.

After school, all students must report directly from their classrooms to the after-school program.

If a student does not report to the after-school program, the program supervisor is responsible for checking with school personnel, such as the attendance clerk, clinic aide, classroom teacher and others to locate the student. If the child cannot be located, the program supervisor is to notify the principal and the Central Extended Day office and the parents/guardians that the child is missing and continue to work with them to locate the student.

An authorized person must sign out children from the Extended Day Program by 6:00 p.m. The parents/guardians must designate in writing on the extended day application and/or in a written note to the program supervisor, the names of emergency contacts - persons authorized to sign out the children. In the event that a parent is unable to pick up the children by 6pm, the parent must make arrangements with these authorized persons to pick up the children. The program staff will contact these persons at 6pm, if the children have not been picked up.

Parents/guardians must inform the Extended Day staff if a child is not going to attend the program on a particular day. Parents/guardians must provide written permission for a child to attend other activities during Extended Day time and state if the child is expected to return to Extended Day at the conclusion of the activity. The parents/guardians will be responsible for the safe conduct of the child to and from these activities.

### **Middle Schools**

Each student must report to the designated area for sign-in by a **Check-In** staff member. If a student does not report to the program, the program supervisor will check with the attendance clerk and the office will page the student. If the student does not report after these procedures are followed, the supervisor will notify the parents/guardians and the Central Extended Day Office and continue to work to locate the student. Parents/guardians must inform the **Check-In** staff if a child is not going to attend the program on a particular day.

An authorized person must sign out students from the **Check-In** program by 6:00 p.m. The parents/guardians must designate in writing on the extended day registration form and/or in a written note to the program supervisor, the names of emergency contacts - persons authorized to

sign out the children. In the event that a parent is unable to pick up the children by 6pm, the parent must make arrangements with these authorized persons to pick up the children. The program staff will contact these persons at 6 p.m., if the children have not been picked up.

With written permission from parents/guardians, **Check-In** students may leave the program to go home without being signed out by an authorized adult.

### **Activities Planned During Extended Day Hours**

Parents must provide written permission for a child to attend other activities during Extended Day time. The permission must state if the child is expected to return to Extended Day at the conclusion of the activity and who will be signing the child back into Extended Day. Parents are responsible for the safe conduct of their child to and from these activities.

### **Closings / Delayed Openings**

When Arlington Schools are closed due to inclement weather, Extended Day is closed. When the schools announce delayed opening, the opening of Extended Day is delayed the same amount of time. When schools close early, the Extended Day Program will close at 4 p.m.

### **Clothing And Footwear**

Children should dress in clothing that is appropriate for indoor and outdoor play. For safety purposes children should wear (or bring) closed toe & closed heel shoes such as sneakers.

### **Faxing Information to Extended Day Central Office**

When faxing registration forms, withdrawal notices or updated information to the Extended Day Central Office, you must include your child's name and school on the cover sheet. The originals of all information faxed to the Central Office must also be mailed.

### **Homework Time**

Time is allocated daily for students to have the opportunity to do their homework in a quiet area. Extended Day staff do not tutor students.

### **Late Pick Up**

Parents must arrive on time to pick up their children from the Extended Day After School Program. When parents realize they are going to be late, the parent must contact one of their emergency contacts to arrange for their children to be picked up by 6:00 p.m. If the child has not been picked up by 6:00, the Supervisor or Assistant Supervisor will call the emergency contacts listed on the application to pick up the child and make arrangements for the child to be picked up.

Parents or designees will be required to sign a late log when children are not picked up by 6:00, and the Extended Day Central Office will be notified. Repeated lateness will be cause for suspension from the program. Repeated lateness could lead to a referral to child protective services

### **Medication / Restriction of Activities**

In accordance with Arlington Public School health policies arrangements for the administration of medication and/or the restriction of activity during Extended Day must be made with the School Nurse prior to the beginning of Extended Day services.

### **Sick Students**

Children who are absent from school during the school day due to illness may not attend Extended Day.

### **Sign In / Sign Out**

Parents/Guardians, or an authorized person must accompany their children to the Extended Day location and sign them in each morning. When students return to the After School sessions of Extended Day from after - school appointments or activities, the students must be signed-in.

Parents/Guardians or an authorized person must sign out each Extended Day student when picking them up at the end of the day. The staff may request photo identification from the person picking up the child.

Parents must designate the authorized persons by completing the enrollment forms at the time of registration. They may make additional authorizations in writing to the Supervisor at the school.

### **Sunscreen**

Students may apply sunscreen to themselves provided it is in the original bottle, clearly labeled with the student's name.

### **Suspension / Dismissal from the Program**

Non-payment of tuition will result in suspension/dismissal from the program. At the discretion of the principal, students also can be suspended/dismissed from the Extended Day program for:

- Repeated late pick up
- Behavioral problems
- Failure to complete forms required for enrollment in the program
- Failure to comply with program rules and procedures

**Transportation**

Transportation is provided to and from satellite locations when an entire school is relocated.

**Toys and Games**

Children may not bring toys and games from home to Extended Day except on specified occasions listed on the schedule of activities.

**Withdrawals**

Notification of withdrawal must be made in writing to the Extended Day Central Office. If written notification is not received, the parent will continue to be responsible for tuition bills and any late payment charges.