

## **AFTER SCHOOL DISMISSAL**

**346**

Purpose: To provide a safe and engaging place for all students to go who are picked up by an adult if that adult is late.

### Main Campus

Children are expected to be picked up from church lot by 2:20. Any children not picked up by 2:20 at the church lot will be dismissed from curbside along with the last curbside students.

Any students not picked from curbside by 2:25 or when the last car in line pulls through, whichever comes later, will be brought to the office. On a regular basis, students must be picked up from the office by 2:30.

Parents of children picked up between 2:30 and 2:45 will be given a warning slip. If a child needs to stay in the office after 2:30 twice in a 10 consecutive school-day period, the family will be considered chronically late.

Children in these families will be referred to the school age care program. All forms and fees will be applicable and **will be required to be paid at the time of pickup**. An emergency contact form, from the school, must accompany any student being temporarily placed in the program.

### Headwaters Campus

#### **Building Hours:**

The supervised building hours of 7:25 am- 4:00 pm. Students who are in the building before/after that time must have an appointment with a teacher, be accompanied by their parent/guardian, be involved in a before or after school activity or have special permission.

After school, the front office area is off-limits unless students need assistance or need to make a phone call.

Any unsupervised student staying after 4:00 pm, must wait in the heated front entryway and will not have access to bathrooms or phone.

#### **After School Procedures:**

Students staying after 2:30, with special permission, may work/sit quietly in the cafeteria. Students will not be permitted to go outside due to limited supervision, unless they are leaving for the day in which case they will no longer be permitted back into the building, and will not be school responsibility.

Amended: 11/14/2017

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### **Club and Activity After School Procedures:**

If the activity starts later than 2:15, the student should wait in the cafeteria until the activity begins.

After activities, student should be under the supervision of teacher or coach until they are released into either the cafeteria or front entryway. Once the student has left the building, they will no longer be permitted back into the building, and will not be school responsibility.

### **Pick-up Locations:**

- 2:12 - 2:30: Front door
- 2:30 - 4:00: Service entrance, northeast corner of the building, from the cafeteria door.
- **After 4 pm:** Front door. Students will be asked to wait in the front entry after 4 pm. Note: they will not have access to the school building, their lockers, or bathrooms.

### **Closed Campus:**

Students may not leave the school building after they arrive until the end of the school day. Exception to this includes students who have parent/guardian permission and have signed out in the front office.

Adopted: 10/08/2014

Amended: 11/18/2014

Amended: 11/14/2017