

XYZ AfterSchool Program

Early Release Policy

A Student may be released early from the after school program prior the end of program time at 6:00 p.m. based on the conditions as outlined below:

- Attending a parallel program (programs in the school or community centers such as soccer, basketball, etc.) as long as an agreement or partnership with the program exists thus making this parallel program the child's enrichment component.
- Family Emergencies (such as death in the family, catastrophic incidents, etc.).
- Medical appointments.
- Weather conditions especially if the child walks home.
- Child accidents that occur during program time (program staff should call parent or guardian).
- Other conditions especially on safety as prescribed by the school.

Whatever the case may be program staff will record the date and time of the early release departure of the student.

Parent, guardian, or program staff should sign the child out; in the case of program staff signing out the child a letter of authorization from parent or guardian is necessary and it is also recommended that the child's signature or initial be recorded as well.