

## **AFTER SCHOOL EDUCATION AND SAFETY PROGRAM EARLY RELEASE POLICY**

Grimmway Schools has established this After School Education and Safety (“ASES”) Program Early Release Policy pursuant to Education Code Section 8483 and in accordance with ASES Grant requirements. It is the intent of the Legislature that elementary school students participate in the full day of the program every day during which students participate.

As a funding requirement for ASES, participating elementary school students are expected to attend the ASES program five (5) days per week for a total of 15 hours per week.

Grimmway Schools understands that situations do occur that cause students to need to leave early or miss a day altogether. The bulleted items contain examples of excusable reasons for signing out of early, or missing the ASES program, for a day.

- Documented medical, dental, or counseling appointments.
- Family emergency.
- Illness.
- Weather conditions.
- Custody agreements and court appearances.
- Observance of religious holidays or ceremonies.
- Extreme transportation constraints.
- Parallel Program (Girl Scouts or Boy Scouts, sports league, tutoring, clubs, etc.).
- Parent choice (e.g. elementary school students attend a minimum of 15 hours per week).
- Walkers or bus riders; ASES students authorized by their parent/guardian to walk or ride the bus home. These students will be signed out of ASES 30 minutes before dark during the winter months.

**It is the policy of Grimmway Schools that “Early Releases” are kept to a minimum.** In the event of unauthorized instances of, or an unacceptable pattern of unauthorized early program departures, the Charter School will first hold an in-person meeting with the parent or guardian to determine the reasons for the unauthorized early releases and to discuss whether the ASES program is beneficial for the student. If unauthorized instances persist following the meeting, the student may be disenrolled from ASES.

The ASES program encourages students to attend Monday – Friday after school until 6:00pm in order to gain the most benefit from the program and to be academically and socially successful.

For students picked-up before 6:00 p.m., we ask “authorized adults” to write their qualifying condition for early release in the Note/Early Release line next to their signature on the student sign- out sheets. In the event that a student needs to leave early on a set of days, the parent/guardian is asked to write the program a letter, with signature, for the specific days, dates, and time.

This Early Release Policy is to be applied on a student-by-student basis.

## EARLY RELEASE 2019-2020

Student(s) Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Early Release Date: \_\_\_\_\_ Early Release Time: \_\_\_\_\_

This form serves as my request for the above student to leave the Grimmway Schools After School Program early due to one or more of the following that complies with the Grimmway Schools Early Release Policy. I understand the student attendance system will record the reason, date and time, if the early release is approved.

Any early release arrangements may impact after school funding and the student's benefits to the program. Certain grant requirements limit the use of this policy. All early releases require the approval of the Site Coordinator.

### Check Applicable Box(es):

- ER-1** Attending an on-site Parallel Program (e.g., Intervention, SES, Sports, etc.).  
 M  T  W  TH  F  Everyday Release Time: \_\_\_\_\_
- ER-2** Participating in an off-site program requiring prior parent authorization (e.g., Dance, Catechism, City Sports Leagues, etc.)  
 M  T  W  TH  F  Everyday Release Time: \_\_\_\_\_
- ER-3** Family Events/Affairs (e.g., Family Reunion, etc.)
- ER-4** Medical/Dental Appointments
- ER-5** Walkers/Time Change/Weather Conditions (i.e., heavy rain, fog, snow, storms)
- ER-6** Family Hardship (e.g., transportation)
- ER-7** Family Emergencies (e.g. death in the family, catastrophic incidents, etc.).
- ER-8** Illness or injury during program time (program staff should call parent or guardian).
- ER-9** Other conditions directed by the school and/or School Board relating to student safety, student developmental needs, or age-appropriate expectations for academic performance after school (reason must be written on the Early Release Agreement and recorded in the student attendance system).

\*\*Person signing this form must be an authorized Parent/Guardian on the Grimmway Schools Enrollment Form. For students who walk home this form must be completed when the child is enrolled.

Parent/Guardian Name: \_\_\_\_\_  
(Please Print)

Parent/Guardian Signature: \_\_\_\_\_

Site Coordinator Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_