

PasadenaLEARNS After School Program Early Release/Late Arrival Policy 2011-12

The ASES grant requires that programs stay open until 6:00 pm and for 15 hours per week. The morning program must run 1.5 hours per day. Students are expected to stay for the full program. Students may, however, arrive late or leave the program early under conditions established by the program in advance and in writing. Grant money from the State provides programming. Failure to comply with State regulations could result in a loss of funding for all students.

Legislation

8483 (a) (1) Every after school component of a program established pursuant to this article shall commence immediately upon the conclusion of the regular school day, and operate a minimum of 15 hours per week, and at least until 6 p.m. on every regular school day. Every after school component of the program shall establish a policy regarding reasonable early daily release of pupils from the program. [Ed Code 8483]

8483 (1) (a) (1), elementary, middle, junior high and charter school before school programs are required to operate a minimum of one and one-half hours per regular school day [EC Section 8483(1)(a)(1)]. In addition, programs with supplemental grants have the option of operating during any combination of summer, intersession, or vacation periods for a minimum of two hours per day [EC sections 8483.1(b) and 8483.75].

Benefits of Youth Staying for the Full Program

At PasadenaLEARNS, we pride ourselves in creating a safe, engaging, positive setting for youth after school. **To get the most out of their time in the program, students need to attend each day and stay for the entire program.** Staff and students alike are negatively impacted by early departures. In order for all students to get the most out of the academic support, enrichment classes, leadership activities and other program offerings. **Early release and late arrival days should be kept to a minimum.** Sign-out begins at 6:00 p.m. Students who do not attend program until 6:00 p.m. regularly will be replaced with students on the waiting list. Parents requesting that students be released earlier than 6:00 p.m. must complete an **Early Release Request** (kept on file).

A child may be released from PasadenaLEARNS prior to the end of program at 6:00 pm or arrive late under the following conditions:

- | | |
|-------------------------------------|---|
| Emergency (E) | <ul style="list-style-type: none">• Family emergencies (such as death in the family, catastrophic incidents, etc.)• Child accidents that occur during program time (program staff should call parent or guardian) |
| Medical Appointment (M/D) | <ul style="list-style-type: none">• Dental or doctor medical appointments |
| Transportation (T) | <ul style="list-style-type: none">• The student and/or parent takes the bus or walks home |
| Safety (S) | <ul style="list-style-type: none">• Weather, daylight savings, and neighborhood safety conditions |
| Child Welfare (W) | <ul style="list-style-type: none">• Parent must pick up children at other schools/sites• Child's welfare including family obligations and personal necessity |
| Parallel Program on File (F) | <ul style="list-style-type: none">• A form on file indicates that the child attends a parallel program on campus (such as Sylvan Tutoring, sports, tutoring, clubs, etc.) Students must check in and sign out with PasadenaLEARNS• A form on file indicates that the child attends a parallel program off campus as long as an agreement or partnership with the program exists, thus making the parallel program the child's enrichment component |

I understand that failure to comply with the early release policy of PasadenaLEARNS may result in my child(ren) being dropped from the program and possible loss of funding for the PasadenaLEARNS program.

Student Name

Parent Signature

Date

Student Name