

Mt. Pleasant Elementary School District

After School Education and Safety (ASES)

### Early Release Policy and Permission Form

*It is the expectation of the Mount Pleasant Elementary School District that students will attend the after school program each day school is in session, remain in the program from the time it starts until 6 PM, and comply with all rules and policies.*

A student may be released early from the after-school program (prior to the end of program at 6:00 PM) **only if** one of the following conditions applies, **as long as students meet the minimum hours of participation (15 hours per week):**

1. Attending a parallel program (programs in the school/community including, but not limited to soccer, dance, basketball, art, etc.) that has been approved by the site supervisor as a valid enrichment activity.
2. Family emergencies (death in the family, catastrophic event, etc.).
3. Medical appointments.
4. Weather (and/or daylight) conditions that may impact a child's safety.
5. Medical emergencies/illness/accidents that occur during program time if a staff member has made parent contact.
6. Other conditions, especially regarding safety, as determined by staff members.
7. Transportation.

A parent or other authorized guardian is required to sign out the student and indicate which of the above conditions applies **for each incidence of Early Release**. Time in, time out and valid signatures are required on all attendance documents. Students participating in the after-school program are required to have a signed Early Release Form on file each academic year (one form per school year) completed and signed prior to the first day of attendance in the after-school program. Any individual listed on the emergency form who also has authorization to pick up the student will be allowed to sign-out the student and write the Early Release Code in the appropriate area of the attendance document.

#### California Department of Education/ASES 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 at least until 6 pm on every regular school day.*

School Site: \_\_\_\_\_ Student Name: \_\_\_\_\_

## Parental Authorization

My student \_\_\_\_\_ may sign himself/herself out and walk home:(6<sup>th</sup> -8<sup>th</sup> grade only).

**All elementary students** must be picked-up by an adult (16 yrs and older) listed on the registration form.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_