



Sanger After School L.E.A.P.

EARLY RELEASE POLICY

Sanger After School LEAP is made possible through State of California After School Education and Safety (ASES) grants. Students are expected to attend the full program, every day, in order to gain the fullest benefit possible. To do this, programs are open until 6:00 p.m. every school day. However, in order to meet the needs of our families and ensure the safety of our students, a child may be released early under the following circumstances:

1. Walkers only: Early darkness due to time change. (Students whose parents give written permission for their student to walk home will be released early in order to be home before dark).
2. Illness or injury during program time.
3. Attending an on-site Parallel Program (such as intervention, GATE, sports, S.E.S., etc.). Or participating in an off-site, temporary program (e.g., Catechism, city sports league).
4. Family emergencies or hardships (such as a catastrophic incident or occasional transportation issue).
5. Adverse weather conditions or other unavoidable environmental hazard.
6. Medical or Dental Appointments.
7. Due to safety concerns and restricted space, pick up times between 5:30 and 6:00 p.m. are allowed, however the program is open until 6:00 p.m. every school day, and the intent of the law is that students will participate for the full program.
8. Other conditions directed by the school and/or School Board relating to student safety, student developmental needs, or age-appropriate performance expectations after school. Reason #8 must be recorded on an "Early Release Agreement" and approved by the Site Coordinator in advance.

If your student needs to be released early for any of the above circumstances, the parent/guardian must complete and submit for approval the attached "Early Release Agreement" specifying the days and times the child will be leaving early, and the reason for requesting early release.

But please be aware that students attending the full day every day will be given priority enrollment privileges. Non-compliance with the Attendance and Early Release Policy may result in disenrollment from the program.



L.E.A.P. Early Release Agreement

Student Name _____

Grade _____

I understand that my child needs to attend the full program each day to get the full benefit of the after school program. However, my child must leave early for the following reason, which complies with the LEAP Early Release Policy. All early releases require the approval of the Site Coordinator.

Check applicable box(es):

- 1. Time Change: In the interest of individual student safety, all students who walk home may be released before dark, if requested by a parent in writing.
- 2. Illness or injury.
- 3. Attending a parallel program (programs in the school or community such as intervention, sports, S.E.S., G.A.T.E.) as long as a signed "Parallel Program" permission slip is on file with the Site Coordinator.
- 4. Family Emergencies or Hardships. (Describe): _____

- 5. Adverse Weather Conditions (especially if the child walks home).
- 6. Medical or Dental Appointment
- 7. Due to safety concerns and restricted space, students may be picked up between 5:30 and 6:00 p.m.
- 8. Other conditions directed by the school and/or School Board relating to student safety, student developmental needs, or age-appropriate performance expectations after school. (Describe in detail):

My child, named above, must be released early for the indicated reason(s) on the following date(s):

_____ at _____ p.m.
_____ at _____ p.m.
_____ at _____ p.m.

Parent/Guardian Signature: _____ Date: _____

Site Coordinator Signature: _____ Date: _____

