

After School Program Policies for Rolling Valley Elementary 2007/2008

The following procedures and policies were drafted by the PTA with your student's safety as our primary concern. Violation of these procedures/policies jeopardizes all after-school programs. If a parent finds s/he can not abide by these procedures, s/he should not register his or her student for an after-school program. Registering a student for an after-school program indicates the parent's agreement to abide by these procedures.

1. All after-school programs for the current day will be announced on the TV monitor and/or the PA system in the afternoon.
2. At the end of the school day, registered students will report directly to the designated area for the after school program. SACC students must first check-in at SACC and then a SACC staffer will escort them to the after school program.
3. All instructors will have copies of each child's registration with parental contact information available for each class.
4. Instructors will take roll with a registered student roster provided by the volunteer coordinator.
5. At pick-up time, parents or the persons authorized by the parents shall initial/sign the roll call sheet in order to sign the child out. No child will be allowed to walk to the front of the school or to be picked up in the parking lot. Parents must come into the school to the designated area for the program to pick up their child. Children attending SACC will be accompanied back to the SACC classroom.
6. The instructors agree to never leave a child unattended after pick-up time. Instructors will attempt to contact the volunteer coordinator to assist in locating the parent. After one hour, the police will be called and the child given to social services in accordance with Fairfax County guidelines.

Repercussions for tardy parents

- a. 5 minute grace period will be given
 - b. After 5 minutes parents agree to pay instructor \$1/minute late fee
 - c. After 15 minutes child may not return to the next class.
 - d. Repeated late pick-ups may mean the dismissal from all future classes with no refund.
7. **In the event of cancellation due to school closure or inclement weather, all children will be sent home at the regular time.** An attempt will be made by the volunteer coordinator to email parents with children in an after-school program to notify them that the program has been cancelled that day and that they should expect their children at the regular time. In addition, if classes are cancelled due to inclement weather or county-wide extracurricular cancellations, there are no make-up classes and no refund is given.
 8. Students are expected to behave in a manner that respects their instructor and classmates, as well as school property. If the instructor identifies a problem in these areas, the instructor will contact the parents. If the misbehavior is not corrected, the instructor will notify the parents and the student will be removed from the program. No refund will be given.

Questions regarding these procedures may be addressed to our After School Programs Coordinator, Laura Nachison.

Parent's Name

Child's Name

Parent's Signature

Child's Signature

Date