



ASES



EARLY RELEASE POLICY

**EARLY SIGN OUT IS ANYTIME
BEFORE 6:00 PM**

THE AFTER-SCHOOL PROGRAM OPERATES EVERY SCHOOL DAY, BEGINNING IMMEDIATELY AFTER SCHOOL UNTIL 6PM. IN THE EVENT THAT A STUDENT CHOOSES TO LEAVE THE PROGRAM EARLY FOR AN APPOINTMENT OR OTHER REASONABLE CAUSE, THE STUDENT, PARENT OR GUARDIAN IS EXPECTED TO PROVIDE THE REASON AT TIME OF SIGN OUT

PLEASE NOTE THE REASON FOR EARLY PICK UP ON THE SIGN OUT SHEET

- A - BUS RIDER**
- B - PARENT PICK UP**
- C - WALKING HOME**
- D - PARENT CHOICE**
- E - TRANSPORTATION**
- F - ILLNESS/DR. APPOINTMENT**
- G - FAMILY EMERGENCY / PERSONAL**
- H - DISCIPLINARY ACTION**
- I - PARALLEL PROGRAM - SPORTS, GAMES, OR PRACTICES**
- J - SCHOOL FUNCTIONS, I.E. OPEN HOUSE**
- K - INCLEMENT WEATHER**
- L - COMMUNITY OR SCHOOL EMERGENCIES**
- M - MODIFIED PROGRAM SCHEDULE**