



# STARS



## **EARLY RELEASE POLICY**

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