



SIGN IN/SIGN OUT POLICIES AND PROCEDURES

Our goal is to ensure that all our students enjoy and thrive in every activity in which they participate.

The safety and well-being of your child is our foremost concern.

After School Activities

Please note that After School personnel are responsible for students who have signed into the After School Program. Those students who remain on campus for other school activities are the responsibility of the person in charge until they return to After School care.

Sign In

At dismissal from carline enrolled After School students will be escorted to the gym or classroom, by a staff member. There they will be signed in with their age group. Staff will sign each student in during snack time or after returning from a sport event.

Sign Out

All children **MUST** be **signed out by a parent or authorized party at the main school office.**

In order for the school to release your child, parents or an authorized party may be asked to show proof of identification to staff. At that time, you will be told where your child can be picked up and given an exit slip signed by a staff member in charge.

- Please inform the After-School Director, Carol Martin, if there is a person who is not allowed to pick up your child.
- Please **call or email** when someone else will be picking up your child or we will call you before letting your child leave.

For any questions or concerns, contact 704-549-4101.

Late Pick Up

We understand that there can sometimes be extenuating circumstances that prohibit a parent from picking up their child on time. A late fee will be charged for pick up after 6pm. Late fee is \$10.00 for the first half hour, then a \$25 fee afterwards.

Weather Alert

- If weather is too hot or too cold the children will be in the classroom or the gym.
- In case of a tornado, we will be in our assigned area in the gym.
- After School Program closings due to inclement weather will be announced by email or phone call to let you know that we will be canceling.