

After School Student Instruction Form

In order for us to provide the best possible care and security for your child we are asking parents to give us detailed instructions of where they want their child is to be after school.

Student Name _____ Grade _____

After school my child will:

_____ Go home immediately every day

_____ Go to daycare daily

_____ Might go to daycare occasionally

_____ Go home with one of the following people if a parent is unable to pick up:

1. Name _____ Cell Phone Number: _____

2. Name _____ Cell Phone Number: _____

3. Name _____ Cell Phone Number: _____

4. Name _____ Cell Phone Number: _____

All students remaining on campus 30 minutes after dismissal are required to sign into daycare on first terrace. This includes students enrolled in school sponsored after school activities such as: tutoring in a classroom, practicing in the band room, attending after school class, after school sports programs, getting help from a teacher, etc. Students must sign in *before* going to other activities.

Students who go to daycare daily are to go directly to the daycare area. Students who wait for an older sibling to be dismissed are to wait in daycare *not* at the gate. The older sibling may obtain a permit from the office allowing them to take they younger sibling down with them.

Students who have permission to walk home after school must leave immediately after the dismissal bell. Students remaining on campus 30 minutes after dismissal, must sign into daycare and must wait to be picked up and signed out.

Elementary students cannot wait in any area of the academy with an older sibling.

Students cannot go to the gymnasium to watch games unless they are accompanied by one of their *parents*.

Once a child is in daycare, for safety reasons, the daycare personnel will not send a child to the gate or parking lot, an adult must come to the daycare and sign out the child.

I understand and agree to have my child follow these guidelines to ensure his/her safety.

Signature _____

Date _____