

Community School ASES-Funded Extended Day Late Arrival and Early Release Policy

Purpose

The purpose of this policy is to ensure that Community School's Attendance of its ASES Government Funded Extended Day Program is tracked accurately and consistently, leaving an audit trail.

Late Arrival and Early Release Policy

The Late Arrival and Early Release Policy allows Community School students to arrive late or leave early for a variety of reasons, as detailed below. This policy allows the program to count those students in their attendance for the day.

Community School recognized that the use of the late arrival and early release policies should be the exception and not the rule.

This Late Arrival and Early Release Policy has established the following codes for the various reasons of early release:

1. Off-site enrichment programs
2. Family emergency
3. Family needs
4. Medical appointment
5. Transportation
6. Child accident/injury
7. Safety issues (darkness, weather)
8. Participation in school athletic programs and team sports
9. Other conditions (state reasons)

If a child needs to arrive late or leave early, and the staff can record the early release or late arrival time and identify with any one of the codes above, the hours absent will be counted as 'in'.

Date approved: August 21, 2017

Date revised: