

## Lakeview Leadership Academy's ASES Program



### EARLY RELEASE AND LATE ARRIVAL POLICY

Lakeview Leadership Academy will operate its ASES (After School Education and Safety program) Monday through Friday each day from 3:41 P.M. - 6:41 P.M. It should be noted that Lakeview Leadership Academy's ASES has a bus release time of 5:41 P.M. each day. (However, bus release may be subject to change during inclement weather and Standard time change.) LLA ASES Bus route schedules are available in the front office. Victor Valley Union High School District Transportation's office hours are from 7:00 AM – 4:00 PM each day. The transportation office can be reached at 760-955-3450. Please note that our third hour 5:41 P.M. – 6:41 P.M. is Parent Pick up Only. There is no bus service once our 5:41 p.m. buses have departed.

Lakeview Leadership Academy's ASES is completely devoted to each student's safety and well-being in the after school program. CHP (California Highway Patrol) dictates bus route stops and we are well aware of the safety concerns of our students.

Release of our after school students to transportation will mean that some students will spend the next 30 minutes on the bus and when dropped off will again need to walk to their home, sometimes in the dark as some streets are without ample lighting, sidewalks or crosswalks. In such cases, we strongly suggest that you meet your student at the bus stop.

Should the need arise that your student(s) on an individual basis may need to be released early, it will be expected that the parent or guardian make the necessary arrangements and manually sign the students out (completing ASES Sign Out Log) either with the teacher, ASES staff, or with the site coordinator. These records will be kept on file.

**Early Release Policy:** A child may be released early from the After School Program before 5:30 P.M. for the following conditions:

1. Off-Site Enrichment Program
2. Family emergencies
3. Family needs
4. Medical appointment
5. Transportation
6. Child Accident/Injury
7. Safety Issues (darkness, weather)
8. Athletic program/team sports

When picking up a student for Early Release, the parent, and/ or other approved adult listed on the students enrollment form, or in the school data base, must go to the ASES site coordinator or other designated ASES staff, sign out the student, write the time of day, and state the reason. There are no exceptions.

Because the ASES Program is evaluated by the state and funded based on daily attendance for the full program grant, excessive absences or excessive late arrivals and early releases (whether for approved or unapproved reasons) may result in a student being dropped from the program if there is a waiting list.

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**Late Arrival:** A student is requested to report directly to a tutorial or other ASES-related sessions with a teacher or approved staff before signing into the ASES program, so as to maximize time in the session. When the session is over, the student reports immediately to the site coordinator for sign-in before attending the next assigned activity. A student may arrive late to the After School Program after 3:50 p.m. for the following reasons:

- |                                |  |                     |
|--------------------------------|--|---------------------|
| 1. Conference or Counseling    | 4. Family Needs                        | 7. Tutoring Appt.   |
| 2. Medical Appointment         | 5. Transportation – Parent not arrived | 8. Athletic Program |
| 3. Off-Site Enrichment Program | 6. Lakeview Class Field Trip           |                     |

**Individuals Authorized to Request Late Arrival or Early Release and Sign Out of Student(s):**

The student's parent or legal guardian may request late arrival or early release for any of the above reasons. Parents should alert the site coordinator or ASES Staff in advance about scheduled appointments. Parents are to discuss needs related to #'s 1- 3 with ASES site Coordinator.

Principals, teachers, or other school approved staff may request late arrival due to #1 above, but should alert the ASES site coordinator.

**Walkers/Student Self-Check-Out:** Parents or guardians giving permission for their student to walk home must complete the "Authorization to Walk Home/Student Self-Check-Out" form. Completion of this form allows your student to be released early, sign out of the program and walk home.

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**SIGN-IN AND SIGN-OUT PROCEDURES:**

**MPR Sign In:**

All students enrolled in ASES are signed in by ASES staff directly after the regular school day ends. Students are required to have in their possession their Student I.D. card, (Students should know their I.D. # if card has not been issued) and report to the MPR.

**Limited Authorization for Student Pickup and Sign out Requirements:**

Parents or other adults authorized by parents to pick up a student are required to sign students out of the ASES Program and write the time and check the reason before leaving with the student. Identification may be required. A note signed and dated by a parent or legal guardian is required for anyone being added or deleted from the authorized list and must be brought to the Site Coordinator or ASES Office. (Limited Authorization for Student Pickup Form is available from the site coordinator). In an emergency, the parent or guardian with legal custody may call the Site Coordinator or Program Supervisor to authorize a change for the day, providing appropriate identification. Students may not be signed out by a minor or anyone 18 years or younger.

**There are no exceptions to signing out requirements.** This is for safety purposes, for attendance documentation and funding-related.

I understand and agree to comply with the Early Release/ Late Arrival Policies as outlined in this Agreement.

Student's School I.D. # \_\_\_\_\_ Student's name (Print) \_\_\_\_\_

Parent or Guardian  
(Please Print Clearly: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone/Cell# \_\_\_\_\_ Work# \_\_\_\_\_