



AFTER SCHOOL ACTIVITIES AT ELEMENTARY

Procedures for Club Sponsor

- Club rosters need to be shared with school office staff once club membership has been determined. An updated roster must be provided anytime a student joins or leaves the club.
- Daily attendance (as recorded by school staff) will be made available to Club Sponsors at the end of each school day so the Club Sponsors can cross-check while taking attendance.
- Club Sponsors must take attendance immediately following the start of the club meeting / activity.
 - If the Club Sponsor did not receive a note (i.e. email) from the student's parent/guardian explaining the absence, the Club Sponsor is to contact the school office. The school office staff will attempt to locate the student.
 - If the student is not found, it is the **Club Sponsor's role** to contact the student's parents. The school office staff can be asked to provide assistance with this task.
- Students who need to leave a club meeting/activity early must have an adult present to pick them up, or the parent must provide a note authorizing the early release of that child (i.e. *"Please let Billy walk home from Science Club at 4pm today instead of the regular time of 4:30pm."*).
 - If a note has not been provided, the child should remain until the regular dismissal time or a parent comes for pickup
- On-time dismissal includes students being observed connecting with their parents or caregivers. Students should not be allowed to leave the sight of the sponsor before their ride arrives. Students who walk home need to have written permission specifying if it is for one instance or every day.

Procedures for Staff Prior to Dismissal to the Activity

- At the end of the day, announce the different club options and have K-5 students line up accordingly.
- In primary grades (K-2), students should be escorted to the club location.
 - Students in Grades 3-5 can walk to their club location unescorted
- Students who self-report that they are going to miss a club meeting/activity **must have written permission**. Students without permission should be escorted to the club; the Club Sponsor is responsible for following up with parents.

***Parents need to be aware that they are responsible for informing club sponsors and the classroom teacher, in writing, if their child will be absent. This would be reiterated during principal newsletters, teacher newsletters, AND by the club sponsors. Parents further need to be aware that they are responsible for informing club sponsors and the classroom teacher, in writing, of any/all medical conditions, emergency action plans, and/or any medications that the child currently takes in school.**

Name of club: _____

Signature of club sponsor: _____ Date: _____