

# ICES EARLY RELEASE & LATE ARRIVAL PROCEDURE MANUAL

PARTNERS:



# **EARLY RELEASE**

ICES Education Program is required to operate immediately upon the conclusion of the regular school day, and operate a minimum of 15 hours per week, and at least until 6 p.m. on every regular school day. However, students may leave the program early under conditions established by ICES Extended Day Program in advance and in writing.

## **Reason for Early Release**

A child may be released early from the ICES Program based on the following conditions:

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

## **How often do guardians need to complete an ERF?**

- ◆ Guardians must complete a form monthly. However, a guardian can fill out an Early Release form for the **entire** duration of a parallel program. For example, if a student is in a soccer program 9/1/19 - 05/30/20 and must leave by 5pm every Monday, Wednesday and Thursdays. An Early Release form filled out properly with the information mentioned will cover the duration and a copy must be submitted with the student's Sign In/Out Sheet every month.

## **May a student complete the ERF if guardian is not available?**

- ◆ No, a student does not have the authority to complete the form. A guardian is the only authorized signers.

## **Do I need to turn the ERFs into the ICES Main Office?**

- ◆ Yes, all ERFs for the month should be placed behind the students sign in/out sheet when submitted to the ICES Main Office. If an Early Release Form covers several months, please keep the original and make copies to submit with the sign in/out sheets every month. The original sheet will accompany the sign in/out sheet on the last months it is in effect. All paperwork from activity (ex. Schedule, coach's letter, flyer, etc.) must also be placed behind the student's sign in/out sheet and ERF.

## **Where can I find an ERF?**

- ◆ Each district has their own Early Release Form you need to use. The Site Director will have a copy in the files and will make it accessible to all guardian(s). Please make sure a copy is placed behind this procedure for staff accessibility.

## **For a parallel program does the form need to be signed by a representative of the parallel program?**

- ◆ Yes, a coach, director or administrator from the parallel program needs to complete the form and sign off that the student is attending for the days and times indicated by guardian.

## **Is there a sign out grace period that does not require an ERF?**

- ◆ Yes, each student has a 10 minute grace period in which they can sign out. Example if your program ends at 6pm the students can be signed out as early as 5:50pm.

*\*Please return form to guardian(s) if the form is incomplete\**

# LATE ARRIVAL

ICES Education Programs require that students attend the program immediately after school. If the student is not in program within 10 minutes after the dismissal bell rings, a late arrival form or note must be presented to the Site Director. If the student does not bring a form or note for a late arrival, please have child complete a note in his/her writing explaining why they are late for verification. This also applies to summer programs.

## **Reason for late arrival**

A child may arrive late to the ICES Extended Day Program based on the following conditions: *\*All reasons for late arrival require prior arrangements with Site Director and a Late Arrival Form from authorized by an adult\**

1. Previously arranged attendance in a parallel program on campus (such as sports, dance/singing class, academic tutoring, etc.) as long as an agreement or partnership with the program exists, thus making this parallel program the child's enrichment component. The student must be counted as present by ICES staff upon arrival from parallel program. The students will also need a note from the coach/teacher to verify that they were in the parallel program that day.
2. Child accident/illness that occurs before the start of program time (guardian should notify ICES Site Director with a note signed by guardian explaining reason for late arrival).
3. Other conditions not listed will be dealt with on a case by case basis.

## **How often do guardian(s) need to complete a late arrival form?**

- ◆ Guardian(s) must complete a form monthly, unless for a parallel program. If the student has a parallel program the guardian may add the beginning date and end date to cover the full term. For students participating in a after school sport during the CORE (regular school year) months and will arrive late, a late arrival form **MUST** be signed by a school representative and can be used for the duration of the activity as long as the times and dates are indicated.

## **May a student complete the late arrival if guardian is not available?**

- ◆ No, a student does not have the authority to complete the form. A guardian is the only authorized signers.

## **Do I need to turn the late arrival in to the office?**

- ◆ Yes, all late arrival forms for the month should be accompanied behind the students sign in/out sheet when submitted to the ICES Main Office. If a Late Arrival form covered several months, please keep the original and make copies to submit with sign in/out sheets. The original sheet will accompany the sign in/out sheet on the last month it's usable. All paperwork from the activity (ex. Schedule, coach's letter, flyer, etc.) must also accompany the student's sign in/out sheet.

## **Where can I find a late arrival form?**

- ◆ Each district has their own late arrival form. The Site Director will have copies on file and will make it accessible to all guardians. Please make sure a copy is placed behind this procedure for staff accessibility.

## **For a parallel program does the form need to be signed by a representative of the parallel program?**

- ◆ Yes, a coach, director or administrator from the parallel program needs to complete the form and sign off that the student is attending for the days and times indicated by guardian.

## **Is there a sign in grace period that does not require a LA?**

- ◆ Yes, each student has a 10 min grace period in which they can sign in. Example: if your program starts at 3pm the students can sign in as late as 3:10pm.

## **Do supplemental programs need to follow both ERF and LA policies?**

- ◆ Yes, all programs must use the early release and late arrival policy at all times. Failure to do so can result in termination.