

# WLE's 2024-2025 AFTER SCHOOL ENRICHMENT PROGRAM DISMISSAL GUIDELINES

## **PARENT INSTRUCTIONS**

- ✓ *To ensure safety of all students, ALL pick-up protocols occur in the front of the school.*
- ✓ *Each instructor will need to sign-in at the front office on the VISITOR clipboard, check out a key (if needed), and follow district health and safety protocols.*
- ✓ *If class needs to be cancelled, instructor will need to notify families, school office, and Ms. Shari .*

### **PICK-UP PROCEDURE:**

<b>STUDENTS IN AFTER SCHOOL LION'S DEN</b>	<b>STUDENTS NOT IN AFTER SCHOOL LION'S DEN</b>
<ul style="list-style-type: none"> <li>• Classroom teacher will walk students to Lion's Den.</li> <li>• Student MUST sign-in with after school program before joining your enrichment program.</li> <li>• Students will then be dismissed to join you in your classroom.</li> <li>• If students are more than 10-15 minutes tardy, instructor will contact Ms. Shari to ensure student is absent.</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom teacher will send students to scheduled after school enrichment.</li> <li>• Parents: please help students know their daily/weekly enrichment schedule.</li> </ul>

### **DISMISSAL PROCEDURE:**

<b>STUDENTS IN AFTER SCHOOL LION'S DEN</b>	<b>STUDENTS NOT IN AFTER SCHOOL LION'S DEN</b>
<ul style="list-style-type: none"> <li>• Instructor will create two lines: 1) After School Lion's Den and 2) Parent/Guardian Pick-Up.</li> <li>• Instructor will send after school students back to After School Lion's Den.</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor will create two lines: 1) After School Lion's Den and 2) Parent/Guardian Pick-Up.</li> <li>• Instructor will walk pick-up students to the front of the school.</li> <li>• Instructor will wait for all students to be picked up promptly.</li> <li>• If instructor has back-to-back classes, s/he will walk all tardy pick-up students with them back to the classroom and follow-up with parent/guardian to ensure punctual pick-up.</li> <li>• Students MAY NOT be unsupervised in the front of the school.</li> </ul>