Youth Enrichment Program
24823 Soto Rd, Hayward, CA 94544 T 510.723.3857

YEP before-school Program
Late Arrival Policy & Form

The YEP before-school program operates Monday through Friday, one and one-half hours before school begins until the school bell rings. Parents/Guardians must complete the late arrival form for a student to arrive late to the program.

Per our grant funding, it is required that YEP students attend the before-school program five days a week for at least an hour of the program. Our funding is accumulated by daily attendance; our policy is that absences and late arrivals need to be kept to a minimum. After five unauthorized absences and/or late arrivals, your child may be dropped from the program.

The late arrival policy is subject to change by the administration based on program needs.

My child, _____, needs to arrive late to the Youth Enrichment Program (YEP) before-school program the following day(s)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Date(s): _____

My child will arrive late to the YEP before-school program because (check one)

- ☐ Parallel Program / Extracurricular (Please attach documentation from the organization)
- ☐ Family Emergency
- ☐ Family Needs
- ☐ Medical Appointments (Please attach a doctors note)
- ☐ Weather Conditions
- ☐ Illness/Medical Emergencies
- ☐ Other (Please List) _____

What time will your child arrive to the YEP before-school program? _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Contact Number: _____

Site Coordinator/Operations Supervisor Signature: _____