

Student Pick Up -

GES students will be picked up at GES front entrance. (on the side of the football stadium).

SCMS students will be picked up at the front entrance of SCMS.

- ♦ For the safety of all involved, students must be "signed-out" of the program by a legal parent/guardian or other designated person listed on the registration information.
- ♦ **The person "signing-out" the student must walk into the building. Please have a photo ID with you.**
- ♦ Students will be released only to those individuals listed on the registration form- NO EXCEPTIONS.
- ♦ Failure to pick up students by the end of the program time on THREE occasions may result in dismissal from the program.
- ♦ In the event a student is not picked up and all emergency phone contacts have been tried, the local authorities (police dept) and/or Department of Children Services will be called for assistance.

Emergency Plan:

In a safety-conscious school, continuing efforts are made to prevent situations that can lead to an emergency. Preventive measures that can avert or minimize emergency occurrences have been established for each Sequatchie County School. The 21st CCLC program will follow the individual school's Emergency Response Plan. This plan includes specific steps that will be taken for a variety of emergency situations. All emergency agencies in Dunlap and Sequatchie County have been informed of these plans and have developed a response system. Students in the 21st CCLC program will periodically participate in drills for various emergency situations.

Medication Policy:

The school nurse's office will not be open during program hours. A copy of the Medicine Form must be on file with the Site Coordinator if a child has to be given daily medicine (seizure medicine, Epipen, inhaler, etc.). This form must have clearly stated instructions such as the name of the medicine, dosage, and time of day to be administered. The instructions should include the physician's signature. The medicine must be given to the Site Coordinator in a prescription bottle or original container. Antibiotics and over the counter medicines such as cough syrup, aspirin, and cold medicines cannot be administered in the program. If your child's inhaler or Epipen is located in the school nurse's office, the morning and afterschool staff does not have access to it. You will need to send one to the Site Coordinator.

We LOVE having the opportunity to show your child new and exciting things!



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