

AFTER SCHOOL ACCOUNTABILITY

[Please refer to the practice/procedure: Non-Routine After School Pickup](#)

Our learners depart our care each day in a variety of ways: they walk, are picked up by families or other caregivers, ride the bus, or stay at school for the YMCA program. It takes everyone's efforts to ensure that all children are safe and accounted for after school. Following are the responsibilities and procedures that ensure safety.

Families

- At registration, Back to School Night, or by the first day of school, notify the school of your child's normal afterschool status (ride the bus, be picked up, walk, or attend the afterschool program at the school). The school also needs to know who will be picking up your child or who your child will be walking home with, if applicable.
- Notify the school whenever there is a change to your child's regular afterschool activity, or on any given day when there is a temporary change in the afterschool activity of your child.
- Learners may not ride a bus other than the one assigned, for example they may not join a friend to go to their house instead of their daily designated location.

School Staff

- School staff will distribute bus tags for each child in grades K-2 for the first few days the children ride the bus.
- Educators will assist learners to ensure that learners transition to their appropriate afterschool routine.

Transportation Department

- Maintain and update a list of all eligible bus riders. Send the list to school offices before the first day.
- Publish and provide bus routes and bus stops for schools and families.
- Provide drivers with manifests which list their bus stops and which children are to exit the bus at each of those stops.
- Work with paras or other adult riders assigned in the first days of school to ensure all learners are safe and accounted for.

YMCA

- YMCA staff provide a list to the school of learners whose families have registered for the afterschool program.
- YMCA staff obtain the absence list from the school's administrative assistant and check the family sign-out sheet before dismissal.
- YMCA staff must check attendance each day within the first 5-10 minutes.
 - YMCA staff will alert the office immediately when a learner is absent.
 - YMCA staff will contact the families/emergency contacts to alert them that the child is not in the program.

When a learner is reported unaccounted for, the school enacts the following protocols:

- Building administration or office staff will notify the police, if they have not been contacted by the family, and provide information necessary for police to conduct/assist in a search—information regarding the child, emergency contacts, etc.
- Building administration or office staff will notify the assistant superintendent's office that a child is unaccounted for and that police have been notified.
 - The building administration, police, and the family will debrief the incident and determine next steps.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.