



OUSD ASES Program

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ASES AFTERSCHOOL EARLY RELEASE FORM ASES PROGRAMA DESPUES DE LA ESCUELA

Student's LEGAL Name: Last Name <i>Nombre LEGAL del alumno: Apellido</i>		First Name <i>Nombre</i>		Middle Name <i>Segundo Nombre</i>	
School Name: <i>Nombre de Escuela:</i>		Grade: <i>Grado:</i>		Date: <i>Fecha:</i>	
Student Identification Number: <i>Numero de identificación de alumno:</i>					
Date Range of Request (For recurring request only) <i>Fechas en las que no asistirá: (solo para permisos frecuentes)</i>		Start Date: ____/____/____ <i>Fechas en la que comienza:</i> End Date: ____/____/____ <i>Fechas en la que termina:</i>		Check Days That Apply <i>Marque los días que no asistirá</i>	
				☐ Mon <i>Lunes</i> ☐ Tues <i>Martes</i> ☐ Wed <i>Miércoles</i> ☐ Thurs <i>Jueves</i> ☐ Fri <i>Viernes</i> ☐ Sat <i>Sábado</i> ☐ Sun <i>Domingo</i>	
Early Release/Late Arrival Time <i>Permiso para Salir Temprano/ Llegada Tardía</i>		Early Release Time ____:____ ☐ P.M. ☐ A.M. <i>Hora de Salida</i>		Late Arrival Time ____:____ ☐ P.M. ☐ A.M. <i>Hora de Llegada Tardía</i>	
Reason for Request/ Reason for Late Arrival <i>Razón del permiso/ Razón de Llegada Tardía</i>		☐ Parallel Program ☐ Family Emergency ☐ Medical Appointment/Emergency <i>Programa Paralelo Emergencia Familiar Cita Medica o Emergencia</i> ☐ Child Accident/Illness ☐ "Dark 30" ☐ Transportation ☐ Weather Conditions <i>Accidente/Enfermedad Cambio de Horario "Dark 30" Transportación Condición climatológica</i> ☐ Other (Please specify reason): <i>Otra (Por favor especifique la razón):</i> _____			
In signing below, I give my child permission to be excused from attending the program, according to the above schedule. I understand that this authorization is contingent upon staff approval, and I understand that I may be required to provide documentation to support the reason for early release. I understand that Orange Unified School District, along with their collaborating partners; YMCA of Orange, Camp Fire, and Boys & Girls Clubs of Central Orange Coast, are not accountable for incidents involving my child which occur before or after his/her authorized arrival and/or departure time. <i>Mediante esta firma doy permiso para que mi hijo/a salga del programa de acuerdo al horario arriba mencionado. Entiendo que esta petición esta sujeta a la autorización del personal, y entiendo que es probable que tenga que presentar documentación que compruebe la razón por la cual tiene que salir temprano. Entiendo que el Distrito Escolar de Orange, junto con sus agencias colaboradoras: YMCA de Orange, Camp Fire, y Boys & Girls Clubs de Central Orange Coast, no son responsables por incidentes que le ocurran a mi hijo/a antes o después del tiempo de llegada(s) y/o salida autorizada(s).</i>					
Parent/Legal Guardian Signature: <i>Firma del Padre/Tutor:</i>				Date: <i>Fecha:</i>	
Staff Signature: <i>Firma del Personal:</i>				Date: <i>Fecha:</i>	
Office Use Only: <i>Para Uso de la Oficina solamente:</i>					
☐ One-Time Early Release ☐ Recurring Early release ☐ Student is a Walker ☐ Student is Picked up by a Parent or Guardian					



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Late Arrival/ Early Release Policy Procedures for ASES

California *Education Code (EC)* sections 8483(a)(i)(B) and 8483.1(a)(1) require grantees to develop a policy for the reasonable early release and late arrival of pupils from before and after school base programs based on local needs. Late arrival and early release policies allow students to arrive late or leave early for a variety of reasons, as developed by the grantee. These policies assist programs in documenting attendance for the day. The program is required to stay open for a minimum of 15 hours per week and until at least 6 p.m. every day school is open [EC Section 8483(a)(1)(A)(i)]; however, students are not required to stay the entire length of the program. The purpose of early release and late arrival policies are to identify the reasons as to why students are leaving before the end of the after school base program or arriving late to their before school program.

The Orange Unified ASES program understands that situations do occur that cause students to need to leave early or miss a day altogether. The items below are examples of excusable reasons for signing out early or missing the ASES program (please note that this list is not exhaustive):

- Parallel program (i.e., Girl/Boy Scouts, sports leagues, religion classes, etc.)
- Family emergency
- Medical appointment/ emergency
- Weather conditions
- Extreme transportation constraints
- Child accident/illness
- Custody agreements
- Observance of religious holidays or ceremonies
- Parent choice (i.e., elementary student attends a minimum of 15 hours/week)
- Walkers (students leave early to walk home during before dark during winter months)



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There are two different types of early release for students- Occasional Early Release and Recurring Early Release.

Occasional Early Release: On occasion, students may need to be released early from the After School Program. When this occurs parents must notify the Site Coordinator in advance, if possible. Only the parent or authorized individual listed on the emergency card will be allowed to sign the student out early (note: photo identification will be required before a student will be released to any individual). He/she will be asked to complete the *district Early Release Form* prior to the student leaving the program and identify the reason(s) for the early release. Staff will document on the attendance roster that the required paperwork was completed by the parent or authorized individual. The parent or authorized adult must sign the student out.

Recurring Early Release: A parent or guardian who wants a student released early on a regularly recurring basis must submit a signed *district Early Release Form* indicating the reason and the period of time (hours and range of dates) for which the early release is being requested. In consultation with the principal, the Site Coordinator will determine if the request meets district guidelines and can be granted. The Site Coordinator will indicate any recurring early release information on the daily attendance sheet, so that all staff will know when the student will be leaving early.

*** Reminder: All Early Release Forms need to be signed and submitted by the parent and approved by Site Coordinator.**

Late Arrival Policy (After School)

1. All students attending the After School Program must be signed into the program within 30 minutes of the end of the regular school day.
2. Any student that arrives after the 30-minute timeframe will be counted as tardy for the program that day. All tardy students must be accompanied with appropriate documentation issued by school staff (e.g., teacher, nurse, principal) in order to be counted as excused/approved tardy.

There are many students who would like to participate in the various ASES programs offered throughout Orange USD. Thus, it is imperative that "early releases" be kept to a minimum. Camp Fire, YMCA of Orange County and Boys & Girls Clubs of Central Orange Coast staff, along with the site principal, are always available to discuss any issues and/ or concerns with the *OUSD District Early Release Policy*.