

AFTER SCHOOL ACCOUNTABILITY

Non-Routine After School Pickup:

When a learner is not picked up from school

- 1) The school will contact all parents/guardians and emergency contacts listed in PowerSchool.
- 2) If the learner is not picked up within 30 minutes, the school will contact the School Resource Officer (SRO) and the learner will be turned over to the SRO.
- 3) The SRO will contact all parents/guardians in their records.
- 4) If the learner is not picked up within the timeframe dictated by the SRO, the SRO will engage with social services to ensure the learner is adequately cared for.

When a learner is not met at the bus stop* and is returned to school

- 1) The school will contact all parents/guardians and emergency contacts listed in PowerSchool.
- 2) If the learner is not picked up within 30 minutes, the school will contact the Police Department for assistance in locating an adult authorized to care for the learner.
- 3) The Police Department will contact all parents/guardians in their records.
- 4) If the learner is not picked up within the timeframe dictated by the Police Department, they will engage with social services to ensure the learner is adequately cared for.

NOTE: Due to the late return of buses that service the Early Childhood Center (ECC), the Police Department will be the first contact for any learners from the ECC that are not met at the bus stop and are returned to school. This contact will be initiated by the Transportation Department, as school staff are typically gone for the day before ECC buses return.

**Being met at the bus stop is not a requirement for all learners. Parents/guardians would be made aware by the school if that was the expectation with their learner.*

After School Accountability:

Our students 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.

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.

- Educators will assist learners to ensure that students 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 students are safe and accounted for.

YMCA

- YMCA staff provide a list to the school of students 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 student is absent.
 - YMCA staff will contact the families/emergency contacts to alert them that the child is not in the program.

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