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Afterschool 25-26 Parent Handbook

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The program day ends at 7:00 p.m. Please pick up your child on time. Please call the Club if you expect to be late and you will have a 15-minute grace period. If you arrive past 7:15 p.m., a \$20 late fee will be applied to your account and will need to be paid before your child returns to the program the next day. Persistent lateness will result in an earlier designated pick-up time (by 6:30 p.m.).

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Arrival/Drop-Off Procedure

Parents will not be allowed to enter the facilities beyond the parent waiting area on the lower level.

Members who arrive via LVCSD School Bus will be dropped off by the gate on Weir Lane (must follow LVCSD Bus Riding Procedures). A staff member will greet the bus and escort the children into the building. If you are transporting your child, please park your car and escort your child to the gate. The gate will lock after the last bus arrives. If you drop your child off after the gate is locked, please escort them through the main entrance.

Departure/Pick-Up Procedure

Parents will not be allowed to enter the facilities beyond the parent waiting area on the lower level.

Parents will enter our main entrance to pick up their child. Upon checking in with our front desk attendant (confirming you are an authorized pick-up), you will be cleared to make your way downstairs to the parent waiting area. The staff member in charge of pick up will retrieve the child and all of their belongings. Please allow for enough time to pick up your child. We cannot accept phone calls in advance to get your child ready for pick up.

Traffic Safety

For everyone’s safety, especially our children, please observe all traffic rules near and around our facility.

NO U-TURNS ON WEIR LANE!

NO DOUBLE PARKING!

NO TURNS or PARKING IN POST OFFICE PARKING LOT!

DRIVE SLOWLY AND CAUTIOUSLY!

Closed Campus

Please note that our programs will be running a “closed campus” policy which means that once the child arrives for the day, they will not be permitted to leave and return within the same day.

Groups

Youth will be placed in a group of 20-25 youth with a minimum of two assigned staff members. Youth will

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