



# Pittsburg Unified School District

Every Scholar, Every Day. They Deserve Nothing Less Than Our Best.

AFTER SCHOOL PROGRAM 351 SCHOOL ST ROOM 113 PITTSBURG, CA 94565

## AFTER SCHOOL PROGRAM Monthly Early Release Policy & Form

The After-School Program operates Monday through Friday, end of school day until 6:00 PM. Parents/Guardians must complete an Early Release Form in order for a student to be released early from the program.

Per our grant funding, ASP students are required to attend the program five days a week for the full length of the program. Our funding is accumulated by daily attendance, it is our policy that absences and early releases need to be kept to a minimum. After five unauthorized absences and/or early pick-ups, your child may be dropped from the program. **Early releases will be approved on a case-by-case basis.**

The early release policy is subject to change by the administration based on program needs.

My child, \_\_\_\_\_ has to be released early from the

After School Program the following day(s)

Monday                      Tuesday                      Wednesday                      Thursday                      Friday

Date(s): \_\_\_\_\_

School Site: \_\_\_\_\_

My child cannot attend the program until 6:00 PM because **(check one)**

- 1. School Athletic Program/sports (girl scouts, sports, etc.)
- 2. Off-site Enrichment Program
- 3. Family Emergency
- 4. Medical/Dental Appointments
- 5. Transportation
- 6. Child Accident/Injury
- 7. Safety Issue (darkness/weather)
- 8. Other (Please List) \_\_\_\_\_

What time will your child need to leave the after-school program? \_\_\_\_\_

If your child is at least 10 years old, they may leave the program without an adult. Do you give permission for your child to leave the program without an adult (select one):    Yes    No

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Site Coordinator/Operations Supervisor Signature: \_\_\_\_\_

**This form is only valid for one month.**