

Afterschool Enrichment Dismissal Procedures

Good afternoon K-5 students and families. With Afterschool Enrichment starting this Tuesday, I have some important information regarding student transportation and the pick-up process.

Pick Up

All students getting picked up from Afterschool Enrichment will report to the cafeteria at 4:00 pm. Adults picking up students should use the doors near the cafeteria to enter and exit the school. Students must be signed out each day and will only be released to the parent/guardian or designated pick up person. A student may be picked up by another person, if and only if, the parent/guardian has sent written authorization for that individual to pick up the student.

Walkers

K-5 students have permission to walk home after Enrichment if indicated by the parent/guardian on the registration form.

Late Bus

While many children are being picked up from Afterschool Enrichment or walking home, several students will need to ride the Late Bus. The Late Bus will leave at 4:00 pm on Afterschool Enrichment days (Tuesdays, Wednesdays, and Thursdays). The time your child arrives home may fluctuate based on what programs are offered that day and the number of students riding the bus.

For students in grades K-5, a **daily** Bus Note is required. Attached is a copy of the Bus Note. Please fill in your child's name and grade, circle the date they will be attending, check whether the student will be picked up or ride the late bus, and sign the for note at the bottom. If the student is riding the Late Bus and going to their regular address, please write "home." If the student is being dropped off somewhere else in the district, please clearly write the address on the lines provided. Again, a bus note should be sent in with your child each day he/she is scheduled to attend afterschool. If a student arrives without a bus note and is signed up for an Afterschool Enrichment program, the elementary secretary will call the family in order to follow up.

Since the registration process is still active, four bus notes (two sheets) were sent home with each K-5 student on Friday. Starting next week, more bus notes will be sent home with only those students attending Afterschool Enrichment. A copy of the Session 1 Buss Note Form is attached.

If your child's afterschool transportation needs change, please contact the elementary secretary, Mrs. Janene Kascha, at (315) 852-3400 x 7122 or via email at kascha@deruytercentral.org.