

**Vaughn Next Century Learning Center (NCLC)
After School Education and Safety (ASES) Program
Early Release Policy**

Vaughn has created an **expanded learning opportunity** for students through the ASES Program. We pride ourselves in creating and offering a safe, engaging, and positive after school experience for our students. To receive the most out of their time in the program, students need to **attend each day and stay for the full program hours**. This is important because the ASES program is **funded by the California State Board based on attendance**.

Per California Education Code 8483, our ASES program must comply with the following:

- The program must start as soon as students are dismissed from the school day
- The program must end at 6pm daily
- Students must participate in the program a minimum of 15 hours weekly
- The program must provide physical education activities, academic support, enrichment activities, and leadership opportunities

Students may, however, leave the program early under conditions established by Vaughn's ASES program. Early releases from the program are primarily for **emergency, extraordinary, or temporary situations**.

Early Release Procedure:

- An **Early Release Form** must be completed and signed by a parent/guardian for each day a student departs before 6pm.
- For any situations where a student must leave early for an ongoing, temporary situation, an **Early Release Form** must be completed by a parent/guardian for such activity **indicating a start and ending date**.
- Authorizing parent/guardian must also **sign out** the student **indicating the time of early dismissal** on the ASES program attendance sheet.

Acceptable Reasons for Early Dismissal:

1. Off-site parallel program (i.e. sports, tutoring, music, art, drama classes)
2. On-site parallel program (i.e. on campus sports, tutoring, music, art, dance, drama classes)
3. Family emergencies (such as death in the family, catastrophic incidents, etc.).
4. Family needs (i.e. different households, custody issues, babysitting concerns)
5. Medical appointments
6. Transportation issues
7. Child accident/injury
8. Safety issues (daylight savings, inclement weather, neighborhood safety)
9. Other conditions that are in the best interest of the child, based on a case-by-case basis, determined by the after school program director and site leaders.

Dismissal from the Program:

Violation of the Early Release Policy can be a cause for dismissal from the ASES Program. The following actions will be an alert for program leaders to move forward with dismissing students from the ASES Program.

- Anytime a student does not comply with the attendance requirements of the program
- Any absences or early dismissals without an acceptable reason
- Parent/guardian failure to comply with Early Release procedures

Dismissal from Program Process:

First Incident = Warning

Second Incident = Conference with Program Director

Third Incident = Dismissal from program

My signature below indicates that I understand and agree to follow the Vaughn NCLC ASES Program Early Release Policy, Procedures, and Processes.

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____