

Late Release Sign Out Sheet

Student's Name _____

Parents: Students must be picked up by 6:00pm daily. Please be aware that our program ends at 6:00pm. Please make arrangements for your child/children to get home in the evening, especially if you are not able to pick your child up by the end of the program time.

1st Late Release

* This is the **1st** time my child has been picked up after 6:00pm from the after school program. I have **TWO** opportunities left before **my child is unenrolled from the program.**

<u>Date</u>	<u>Time</u>	<u>Student's Name</u>	<u>Parent/Guardian</u>
_____	_____	_____	_____

2nd Late Release

* This is the **2nd** time my child has been picked up after 6:00pm from the after school program. I have **ONE** opportunity left before **my child is unenrolled from the program.**

<u>Date</u>	<u>Time</u>	<u>Student's Name</u>	<u>Parent/Guardian</u>
_____	_____	_____	_____

3rd Late Release

* This is the **3rd** time my child has been picked up after 6:00pm from the after school program. **The next time my child is picked up after 6:00pm my child will be unenrolled from the program.** I will sign and return the Late Release Counsel form which I will receive today.

<u>Date</u>	<u>Time</u>	<u>Student's Name</u>	<u>Parent/Guardian</u>
_____	_____	_____	_____

4th Late Release

* This is the **4th** time my child has been picked up after 6:00pm from the after school program. **My child will be now unenrolled from the program.**

<u>Date</u>	<u>Time</u>	<u>Student's Name</u>	<u>Parent/Guardian</u>
_____	_____	_____	_____