

Check-Out Procedure

- **Academic Class Time:** *Students may be checked-out on Tuesdays, Wednesdays, and Thursdays during AIP 6 times during the academic year. Checking out a child for the 7th time in the academic year means un-enrollment from the After School Program and the academic classes for the remainder of the academic year. (This procedure is designed to limit disruptions during academic class time in order to preserve the instructional and educational integrity of the academic classes).*
- **Non-Academic Class Time:** *Students may be checked-out at any time when academic classes are not in session.*
- **STUDENTS MUST BE SIGNED OUT OF THE PROGRAM DAILY**
- Participating students will be picked up by 6:00 p.m. If a student is picked up after 6:00 p.m. more than three times, the student will be removed from the program for the remainder of the school year. Parents will receive a Late Release Counsel on the third offense informing them of the circumstances.