



## COMPTON UNIFIED SCHOOL DISTRICT

After-School Education & Safety Program  
2300 West Caldwell St. Compton, Ca. 90220  
310-639-4321 Ext.55255/55118

*“ASES- Changing the Lives of Children, One Afternoon at a Time”*

### GENERAL PROGRAM GUIDELINES

#### **Attendance Report**

All after school program funds are attendance earned. For this reason, Site Coordinators and Program Leaders are required to maintain accurate enrollment. Monthly Attendance Reports must be completed and submitted to The Office of Elementary Education prior to the first Thursday of each month. Monthly Attendance Reports are used to complete quarterly attendance reports for the California Department of Education (CDE). **Failure to submit the Monthly Reports in a timely manner will result in a written reprimand.** CDE requires that all attendance records are kept at the school site for a minimum of five years, and made available in the event of an audit.

#### **Accountability of Students**

Only students who are registered for the program are allowed to attend. A parent or guardian must complete a Student Application prior to a student starting the after school program. The submission of a Student Application does not constitute automatic attendance in the program. Students who are accepted into the program will be notified by the Site Coordinator.

#### **Student Attendance/Late Arrival**

All after school program sites are to be open and available every regular school day, Monday through Friday, beginning immediately after the regular school day and ending at 6:00 p.m. daily. Students must report to the after school program within **15** minutes from the start of the daily program. Students who do not report to the program in a timely manner will be sent to the Site Coordinator. The Site Coordinator will call his/her parent(s) and inform them that their child did not report to the program and must be picked up from the school site.

At the conclusion of the snack period, Program Leaders should report all students' absences to the Site Coordinator. The Site Coordinator will check with the school office to determine if the child was at school that day and/or left early. **Students who have three unexcused absences in a given month will be removed from the program.**

#### **Student Sign In/Out Policy**

Every student who attends the after school program must be signed in and out daily. The Site Coordinator and/or Program Leader is responsible for taking attendance within **15** minutes from the start of the daily program. **Failure to correctly sign in, your students will result in a written reprimand and possibly termination of assignment.** The Daily Attendance Sign-in and Sign-out sheets will be used to complete Monthly Attendance Reports. **Only** Authorized adults (**must be 18 years or older**) can sign-out a student. At the conclusion of each program month, the Program Leader is required to sign each student's sign-in/out sheet acknowledging that the information provided on the student sign-in/out sheet is accurate to their best knowledge.

#### **Early Pick-Up Policy**

Any student who has three (3) unexcused early pick-ups (dismissal prior to **5:50 p.m.**) will be dismissed from the after school program. A student who is receiving outside services during the after school program hours can be admitted to and/or continue with the after school program by completing an Early Release Form and submitting it to the School Site Coordinator. Students

*Revised February 2, 2017*