

Riverside Unified School District
After School Education and Safety Program (ASESP)
HEARTS Early Release Policy

The HEARTS After School Program takes place on each school day from dismissal until at least 6 p. m. Monday through Friday (excluding holidays). **Students participating in the program are required to attend DAILY for the FULL PROGRAM as required by state law.** We recognize that occasionally a student may need to be released from the program early. Adjustments are to be made on an individual basis after reviewing the information provided by parents/guardians and determining that such adjustments will serve the best interest of both the program and the child and meet compliance requirements. For safety reasons, it is the policy of this program that all students be signed out upon pick-up unless parents have indicated that the child may walk home unaccompanied.

A child may be released prior to 6:00 p.m. with credit for an excused absence based on the conditions outlined below:

- 1) Family Emergencies (such as death in the family, catastrophic incidents, etc.)
- 2) Medical or Dental Appointments
- 3) Illness or Accident occurring during program time
- 4) Students who walk home independently or with a parent or guardian must exit the program in time to arrive home before dark.
- 5) Bus riders will depart at 5:30 p.m. as some bus routes exceed one hour in length
- 6) Other conditions especially as related to safety and as prescribed by the school

Other than the provisions listed above, in order for an absence to be excused, parents/guardians must request an accommodation in writing to the site HEARTS Teacher on Special Assignment for excused release prior to 6 p.m. The request must include the following information:

- Child's Name
- Parent's Name
- Phone Number
- Date or range of dates which are to be considered for early release
- Reason for making the request
- Back-up documentation as needed to determine validity of request

The HEARTS Teacher on Special Assignment will review the request and discuss it with the After School Program Specialist. If it is determined that the request reflects a reasonable adjustment, then the request will be granted. The Teacher on Special Assignment (TSA) will make every effort to reach an agreeable solution. The Teacher on Special Assignment will respond to the parent within a week of the request.

Student attendance in the HEARTS program will be reviewed on a regular basis. If a program is full with a waiting list of students, those students demonstrating minimal need for the program (i.e. those with less than full participation in the program) will be exited to make room for those with greater need who can and will attend the program for the entire program every day.

_____ **Cut and return** _____

I have read and understand all of the information above, and agree to the Early Release Policy. I want to have my child, _____, participate in the HEARTS After School Program.

Parent Signature: _____ Date: _____ Site _____