



# SFUSD ExCEL After School Program Early Release Policy

***(This policy shall be posted in a conspicuous location)***

ExCEL programs operate ASES and 21st Century grant funded, comprehensive after school programs daily. Programs funded through these grants are required to commence immediately upon conclusion of the regular school day, operate a minimum of 15 hours per week, and remain open until at least 6:00 PM on every regular school day.

## **California Department of Education: Student Attendance Expectations:**

- The intent of the legislation is that elementary students attend the program five (5) days per week.
- Middle school programs may implement a flexible attendance schedule for students. Priority enrollment shall be given to middle school students who attend five (5) days a week.
- First priority enrollment is given to students who are identified by the program as homeless youth and students who are identified by the program as being in foster care.
- Priority for student enrollment in the after school programs is given to students who attend five (5) days per week until the conclusion of the program.

## **Early Release for the Program:**

Per grant guidelines, enrolled elementary & middle school students are expected to attend the program every day until 6pm. Priority for enrollment is given to those students who attend the program every day until 6pm. Early release from the program can be arranged. Whenever you pick up your child, prior to the end of program, please be aware that the staff are REQUIRED to give you a code to use on the ExCEL Sign Out Sheet.

1. Parallel Program	4. Medical Appointment	7. Child Accident/Injury
2. Family Emergency	5. Transportation	8. Other Conditions
3. Personal Family Circumstance	6. Community Safety	

Our Program Ends At: