



Monument Academy

After-school Program Guidelines

In order to provide effective supervision for all students who attend an afterschool program, the following guidelines will be implemented for any activity that takes place after school. These guidelines are effective for afterschool programs run by teachers (ex. Jazz Band, MIDI music, clay class, etc.) as well as classes offered by outside organizations (ex. Young Rembrandts, Traveling Sea, etc.)

Parent Responsibilities:

- Make sure your child's teacher is aware that they attend an afterschool program. (K-5)
- If your child is absent on a day when they would normally attend an after-school program, **please contact their teacher (elementary only) as well as the program leader.**
- **Pick up your child directly** from the afterschool program classroom. Students will not be allowed to wait unsupervised at the front of the school. If your child has a cell phone, they can be released to the front of the building only after you have contacted them and they know you are waiting out front.
- **DO NOT** leave siblings unattended.
 - All students not in an after school activity must be picked up no later than 3:45pm.

Teacher Responsibilities:

- Kindergarten teachers – Please escort all students attending an afterschool program directly to the room and make sure the program leaders see them.
- All teachers – Assist program staff or administrative staff in locating students who may have gone to carpool rather than to their after-school activity.

Program Leader Responsibilities:

- **Provide a completed club information form and a roster to the Vice Principal before your first meeting.** The roster will show student name, grade, parent emergency contact number, program leader's name, activity name and the date, time and location of meetings.
- Send an e-mail to parents and the Vice Principal when a class/program is cancelled or rescheduled.
- **Take role at the start of every class.** If a student is absent and you were not notified by parents of their absence, please follow the steps outlined below.
- **Require parent/guardian sign out** at the end of class. Do not allow students to leave class unsupervised.
- **DO NOT** send students out to the sidewalk to wait unless you have received written permission from parents to do so or if the student has a cell phone and has been contacted that their parent is already waiting outside.

If a student does not show up for your class, **please take the following actions:**

1. Call the student's teacher to ask if they were sent to carpool by mistake or absent.
2. If the student's teacher cannot be reached, call in a list of missing students to the front desk (x1100) or Vice Principal (x1227). Please keep calling until you reach a person directly.
3. If the student was not absent and cannot be found in carpool, administration will call the parents immediately to ask if they were picked up.
4. If parents did not pick up the student and the student cannot be located at carpool, administration will page the building and perform an all school sweep.
5. If the child is still not found, the school security liaison will notify the School Resource Officer with the El Paso County Sheriff's office and follow school protocol for a missing student.