

# Y-CLUB BEFORE AND AFTER SCHOOL EDUCATION AND SAFETY PROGRAM



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**ALWAYS HERE FOR OUR COMMUNITY**

## BEFORE SCHOOL LATE ARRIVAL FORM

### Attendance and Late Arrival Policy

In accordance of the California Education Code Section 8483(1)(a)(1), the following regulations regarding attendance and reasonable late daily arrival of pupils to the Before School Program are required:

### Elementary School Students

It is the intent of the California Legislative that elementary school pupils participate in the full day of the before school program every day during which pupils participate. If an elementary school pupil is unable to attend the before school program for the full range of hours every day, the parent/guardian must complete and submit for approval a request for late arrival specifying the days and hours the pupil will attend and the reason(s) for requesting late arrival. Priority for enrollment will be given to students who can attend the full range of hours every day. Non-compliance with the attendance and late arrival policy may result in disenrollment from the program.



School Name: Capri Elementary      Program Start Time: 6:30 am      Program End Time: 8:00 am

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle initial: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_

### Reason(s) for Requesting Late Arrival

- 1. Parallel Program
- 2. Family Emergencies
- 3. Family Needs
- 4. Medical Appointments
- 5. Weather Conditions
- 6. Medical Emergencies
- 7. Other Conditions
- 8. Transportation

Date Range	Early Release Reason	Monday	Tuesday	Wednesday	Thursday	Friday	Parent/Guardian Signature	Date of signature	Program leader initials
Example: 10/1/16-10/20/16	8. Transportation must drop off on way to work	7:15 am	7:15 am	7:15 pm	7:15 am	n/a			

### A.S.E.S. LATE ARRIVAL AUTHORIZATION AGREEMENT

By signing below I am acknowledging the intent of the California Legislature and the California Education Code: I attest that the Late Arrival authorization information is true to the best of my knowledge and I am aware of potential consequences associated with non-compliance of the A.S.E.S. attendance and Late Arrival requirements.

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Site Use Only:

Date entered into CitySpan web-based attendance system: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Staff Notes:

---



---



---