

## AFTER SCHOOL SAFETY GUIDELINES

*Student safety is cited as one of the major reasons that parents enroll their children in a private school. Keeping students safe on campus is a high priority for CAVS and the school is continually striving to improve processes that accomplish this goal. With the expansion of choices for after school sports and activities, it has become increasingly challenging to keep track of who is on campus and where they are. For this reason, the following guidelines will be implemented at the start of the 2014/15 year.*

- CAVS office staff will provide Child Care staff with after school activity enrollment at the beginning of each session.
- CAVS will utilize an ***After School Activities Attendance Record & Transmittal Slip*** to verify and record student attendance and whereabouts on campus.
- Child Care staff is charged with collecting, coordinating, tabulating and recording transmittal slip information onto child care sheets (green white, blue) as needed.
- **ALL** students on campus without a parent after 3:15 p.m. must be accounted for on a transmittal slip, child care sheet or both.
- Adult supervisors of after school activities (CAVS staff & coaches, outside vendor staff or parent volunteers) are responsible for logging attendance and other pertinent information on transmittal slips.
- Transmittal slips will be picked up by Child Care Staff at 3:30 p.m.
- Adult supervisors of after school activities **MUST** report to Child Care staff at the end of the activity to finalize and sign their transmittal slip and relinquish remaining students from their class to Child Care staff.
- Children signed into child care may not leave the supervision of child care staff without a parent/guardian signature.

## PLEASE RESPECT OUR NEW SAFETY RULE

### CHILDREN MUST BE SIGNED OUT OF CHILD CARE BY A PARENT OR GUARDIAN

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