



## Columbia Secondary School Dismissal Plan

- Activities will end about 10 minutes early, allowing for cleanup and transitions:  
5:50pm
  - everyone is responsible for clean up
- The group leader that is assigned to each activity will be responsible for signing students out
- The Group Leader and Activity Specialist will walk the group to the 1st floor, following Columbia Secondary's hallway requirements
- Once on the 1st floor:
  - Group leaders will have each student initial for sign out
  - Activity Specialists assist with sign out, making sure students do not leave until they have followed protocol
- The child will leave, as per their parent's request
  - If a student's guardian has not granted written permission (Acknowledgement Form) then students will have to wait in OSS until their guardian arrives
    - All students waiting for their guardians for pick up can be signed out in OSS with SONYC Personnel
- Group Leaders will give the attendance sheets to the Program Director or Assistant for entering into DYCD and record keeping

### Early Pick - Ups

- Families will be required to sign their student out of program **unless** they have given written permission for student to sign themselves out of program
  - Please reference CSS Family Manual Acknowledgement Form
- Students will not be allowed to leave without notifying their group leader

### SAMPLE Sign Out Sheet

Activity:	Date:	Time of Activity:	
<u>Name of Student:</u>	<u>Grade:</u>	<u>Sign In:</u>	<u>Sign Out Time:</u>
1			
2			
3			
4			
5			