**Thorne After-School Safety Policies and Procedures**

**Transfer of Students and Information at the beginning and end of Thorne After-School Programs:** Each Thorne After-School Instructor is responsible for the transfer of custody of each student participating in our After-School programs.

**School:** The school is responsible for communicating to Thorne regarding the student transfer system that is required by school policy.

**Thorne Student Beginning and End of Day After-School Program System:** The procedure listed below is the Thorne default system if the school does not have a recommended system for Thorne to utilize.

* + At the beginning and conclusion of every After-School program day the Thorne After-School Instructor follows this procedure to ensure student participant safety:

1. Thorne Instructor greets the arriving student, initials the In box listing that student as present. The Thorne standardized After-School Participant List is used for this purpose.
2. Once all present student participants are checked in, the Thorne Instructor reviews the Participant List and notifies the After-School Coordinator of any student participants who are not present for check in. Please notify by text, radio/walkie talkie, or in person. Use any or all of these methods in-order to communicate to the After-School Coordinator: this varies by school and shall be agreed upon by the Thorne Instructor and After-School Coordinator.
3. The After-School Coordinator then confirms the absence of each of the missing student participants, by checking the schools attendance records for the day and if the student was in attendance during the school day, they will determine where that missing student is located and confirm with the Thorne Instructor of the status of that student. The After-School Coordinator will call parents, if necessary, to determine where a student might be located.
4. The Thorne Instructor will then either greet the late arriving student participant and initial the In box for that student on the Participant List or list them as absent.
5. At the conclusion of each After-School Program day, the Thorne Instructor will release custody of each student participant to the person picking them up by having them sign the Out box. The parent or guardian is required to **initial** the Out box on the Participant List for that date as proof of safe transfer of the student from Thorne After-School program custody to the person picking them up. If this written transfer does not occur due to a miscommunication during the dismissal process it is the responsibility of both the Thorne Instructor and After-School Coordinator to immediately call the designated parent or guardian for that student and receive verbal confirmation of the student being safely in their custody. At that point needs to then initial in the Out box to communicate the student is accounted.
   1. Please notify/remind students that they need to have their parent/guardian check them out with you before they can be officially dismissed.
6. Parents can fill out the Parent Authorization Form authorizing their child to sign themselves out of After-School if they are walking, biking or bussing home.
7. Schools may have individual check out procedures that override these procedures in some cases. Alternative procedures must be approved by and agreed upon by Thorne Instructor and Administration and school After-School Coordinator and Administration before implementation.