



# BERGEN ARTS & SCIENCE CHARTER SCHOOL

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## BERGEN ARTS AND SCIENCE CHARTER SCHOOL 2009-2010 AFTER SCHOOL DISMISSAL INSTRUCTIONS

These instructions should be kept all year as a reference for dismissal procedures. Please read through and discuss them with your child. Forward any questions to Mr. Yildiz at [oyildiz@bergencharter.org](mailto:oyildiz@bergencharter.org). Please remember that all rules and policies are there to keep the students of Bergen Arts and Science Charter School safe and to get them home in the most efficient way possible.

1. Regular dismissal time for all students in grades K thru 7 is sharp **3:00pm**. Dismissal time for the "Early Dismissal" days is **1:20pm**. **Please do not arrive at school before dismissal times unless you are picking up your student early and have made arrangements beforehand with the office and homeroom teacher.** Parents are expected to pick up their children **at most by 3:30pm**.
2. This year K-3 grade students will be dismissed from their classes. Only K-3 grade parents are allowed to go to the classrooms to pick up their students. After the dismissal bell (3:00pm), 4-7 grade students will report to the GYM. All 4-7 grade students must be picked up from the GYM by their parents/legal guardians. Unless they have a walker pass student will not be released until their ride comes.
3. For the parents who can not pick up their children by 3:30pm, BASCS provides an After School Program. For the students not being picked up on time, there will be a \$5 charge per student/day.
4. After school students must be picked up at 4:30pm. An additional charge of \$5 (per day/per person) will apply to students who remain beyond 4:30pm and parents will be contacted. Same charge will also apply to students who stay for extended care and not being picked up by 5:00pm.

5. DO NOT PARK YOUR CAR AT THE FIRE ZONE!!!! This comes straight from the fire marshals/police department.
6. BASCS has a right to call DYFS, Garfield Police Department, or related authorities for the students who are still on the campus after 5:10 PM.
7. Students walking home will be assigned a walker pass, if requested by parents / legal guardians. BASCS is not responsible for a child who walks home once he/she is off the property of school. If walkers need to wait on campus for any reason, they should ask permission from after school coordinator or teachers on duty.

Please sign that you read and understood the policies written on this letter.

Name of the Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Emergency/Work Phone: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_