



STUDENT DROP IN INFORMATION AND FORM

All drop-ins (students who were not picked up at the end of the school day) will be brought to the CLASSÉ Program for care **after** regular school staff has contacted a parent/guardian and completed the ASC Drop-in Form.

Attached is a form that should be completed by all parents who use or may use AfterSchool CLASSÉ for periodic drop-in services for their child/children.

ASC Student Drop-in Information:

1. Daily Drop-in Fee: \$30.00 per student/per day. This fee applies from 3:15 p.m.- 6:30 p.m. Students picked up after 6:30 p.m. will also incur late charges.
2. A late pick-up fee of \$10.00 will be added to the \$30.00 Drop-in Fee. If the student is not picked up by 6:40 p.m., an additional fee of \$1.00 per minute will be incurred starting at 6:45 p.m.
3. Late pick up fees are due at the time of student pick-up.
4. The proper authorities will be contacted if any child is not picked up by 7:00 p.m.

Children will only be released to authorized person on Drop-in form. All authorized persons must present a current picture ID.

AFTERSCHOOL CLASSÉ DROP IN FORM

A student MAY NOT be dropped off without this completed form.



AUTHORIZED PERSON COMPLETING THIS FORM FOR PARENT OR GUARDIAN:

Date: _____

NAME: _____ SIGNATURE: _____

Student: _____

Address: _____

Parent/Guardian #1: _____

Phone Home/Office: _____ Cell: _____

Authorized Person: _____

Phone Home/Office: _____ Cell: _____

STUDENT PICK UP INFORMATION:

Student Picked up by: _____ (print name)

Signature: _____ Time: ____: ____p.m.