

AFTER SCHOOL ACCOUNTABILITY

Our students depart our care each day in a variety of ways: they walk, are picked up by parents or other caregivers, ride the bus, or stay at school for the YMCA program. It takes everyone's efforts to ensure that all children are safe and accounted for after school. Following are the responsibilities and procedures that ensure safety.

Parents

- At registration, Back to School Night, or by the first day of school, notify the school of your child's normal afterschool status (ride the bus, be picked up, walk, or attend the afterschool program at the school). The school also needs to know who will be picking up your child or who your child will be walking home with, if applicable.
- Notify the school whenever there is a change to your child's regular afterschool activity, or on any given day when there is a temporary change in the afterschool activity of your child.
- Notify others who may need to know of a change in plans.
 - Example: If a parent decides to pick a child up after school to go shopping instead of going to the Y program or getting on the bus, that change will trigger the "child unaccounted for" procedures unless this change is communicated to the office and the teacher in advance.

School Staff

- Classroom teachers create a list of students and each student's afterschool activities before the first day of school.
- Teacher posts and reviews the list with students as part of the first-day departure procedures.
- School staff will create bus tags for each child in grades K-2 for the first few days the children ride the bus.
- Teachers double-check the list to ensure that those on the list are in their classroom and confirm with students that the activity listed for them is what they were told by parents; check into any discrepancies.
- The teacher assists in ensuring that students get to their appropriate afterschool activity.
- Paraprofessionals ride the buses as needed over the first few days to ensure that students belong on the bus, are on the right bus, and get off at the right place.

YMCA

- Provide a list to the school of students whose parents have registered for the afterschool program.
- YMCA staff obtain the absence list from the school's administrative assistant and check the parent sign-out sheet before dismissal.
- Every day, they must check attendance immediately (in the first 5-10 minutes).
- For any student on the list that is not present in the program during the attendance check, the YMCA will check with the office to confirm if they were absent. If they are unaccounted for, the YMCA will alert the office immediately.
- The YMCA will notify the office immediately of any child who has come to the program who is not supposed to be there.

- Examples: Came with/invited by a friend. Supposed to be there on Monday and Tuesday, but not Wednesdays.
- Phone the parents/emergency contacts to alert them that the child is not in the program.

Transportation

- Maintain and update a list of all eligible bus riders. Send the list to school offices before the first day.
- Publish and provide bus routes and bus stops for schools and parents.
- Drivers carry manifests which list their bus stops and which children are to exit the bus at each of those stops.
- Work with paras or other adult riders assigned in the first days of school to ensure all students are safe and accounted for.

When a student is unaccounted for, the school enacts the following protocols:

- Principal is in contact with parents to make sure changes to the schedule did not occur without the school knowing.
- The school will call any known emergency contacts or check with any alternative places where the child sometimes goes. (Sometimes a child gets confused about which day they go to grandma's instead of daycare)
- Principal notifies the police and provides information necessary for police to conduct/assist in a search—information regarding the child, emergency contacts, etc.
- Principal notifies the superintendent's office that a child is unaccounted for.
- Principal, police, transportation, and school staff begin exhausting any and all usual circumstances—investigate all leads (where was student last seen? By whom? Might the student have gone home with a friend? If the student is a bus rider, was he/she on the bus? Did they get off at the appointed stop?)
- Principal maintains personal and/or phone contact among police, superintendent's office, parents/caregivers, transportation, and other school staff until the child is located.
- Debrief the incident and determine any shortcomings that contributed to the child being unaccounted for.
- Work out ways to address any individual circumstances to avoid their occurrence in the future. (Often one caregiver picks up a child and does not tell the other he/she has done so, for example; re-enforce the need for these things to be communicated well with all who have a need to know of changes in plans.)
- In cases where the circumstance was due to a system failure, recommend and implement corrections.



The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.