

SHP Girls on the Run Policies

Pick-ups

- Students will only be released to parents and individuals listed on their registration form, or verbally authorized in case of an emergency.
- Program leaders are only accountable for the students registered in their program. Therefore, students **CANNOT** be picked up **more than 5 minutes after their program ends**.

Late pick-ups

- There are no provisions for supervising children after **5:15 pm** and neither Lorton Station SHP nor the school can assume responsibility for them. If your child is not picked up within the **five minute grace period** legal action will be taken (i.e. the program leader will call outside authorities such as the police).
- Students who are picked up late may be withdrawn from the Club without a refund. Additionally, students who are picked up late may not be eligible to register for other SHP programs.

Behavior

- Lorton Station SHP reserves the option of requiring the withdrawal without a refund of any child whose inappropriate behavior prevents the class from proceeding constructively despite the efforts of the instructors or parent volunteers.

Parent participation

- Depending on the program, parents may be asked to volunteer for one week during each session to serve as a Parent Volunteer.
- If it is required for your program have additional parent volunteers to assist the instructor each week, a link will be e-mailed after the registration period ends in order for you to select a date to volunteer.
- A parent volunteer instructional guide will be provided when necessary.

Please note: Your student's program registration **will not be complete** until the form below is submitted and a verbal confirmation is received.

Lorton Station School and Home Partnership Afterschool Program Policy Acceptance Form

Please print clearly

Program Name SHP Girls on the Run Dates September 25, 2017 – December 10, 2017

Student Name _____ Student Age _____ Student Grade _____

Parent/Guardian Name _____ Phone # _____

Best day to call: Mon – Fri Sat Sun **Best time to call:** 8am – 12pm 12pm – 4pm 4pm – 8pm

Preferred Language: English Spanish

I have read and understood the policies for my student's participation in the SHP program listed above.
I agree to adhere to all SHP program policies.

Parent/Guardian Signature



Lorton Station
School and Home Partnership

For SHP Use Only

Date called _____

Verbal Confirmation Received Yes No

Verifier Name _____