

Dismissing kids from Good News Club

It's important to have a process in place for orderly dismissal of the children and to ensure that no child is left unattended or gets left behind!

One way that works well is to "sort" the kids into groups by their destination -- those who walk home, those who are picked up by car, those whose parents come to the room to get them, and those who go to various after-school care programs.

On the following pages are signs that can be put up around the room before club starts. It's necessary to explain the process to the kids: At the end of club the leader calls out each group and has the kids assemble next to the appropriate signs. An adult volunteer is assigned to each group to escort or remain with each group. (Print out pages 2-4 and then only those pages that apply to the after-school care programs at your school.)

Often the leaders of the various on-campus daycare programs will be happy to send someone to GNC to escort their group of kids back to the program. Pay them a visit to arrange how to handle this.

NO CHILD MAY BE LEFT UNATTENDED OR BE LEFT BEHIND! Someone from GNC must wait with all kids until they have been picked up. Use your on-file permission forms to find the telephone numbers of parents and call them if necessary. Please do not bother the school office by asking to make calls from their phone or asking them to handle kids who are not picked up. Use a cell phone.

If a child is not picked up after a reasonable time, you must **NEVER** attempt to take them home on your own. The proper procedure is to call the police and have them handle it -- they are used to dealing with this.

If you have questions, please call Robert Burkley at 760-480-4191.

Thank you!

**WANK
HOME**

**PICKED UP
OUT FRONT**

**PICKED UP
OUTBACK**

**PICKED UP
HERE**

**ON
TRACK**

YMCA

FSSS

NOOG

**DAY
CARE**

**KIDS'
CARE**

AM/PM

ASPIRE

ESR

**CHILD
CARE**

**CLUB
5/6**

CDG

**21st
CENTURY**

ASSES