

## ACP Chain of Custody for Parents

### School-Aged Programs

#### Before Care

- Before Care opens at **7:00 AM**.
- District transportation is **not available** for Before Care. Parents must drop off their child(ren) directly to an ACP teacher and complete sign-in through the ProCare application using the QR code or their 4-digit pin.
- When the school bell rings, students are signed out by an ACP teacher in ProCare and dismissed to walk to their classrooms independently. ACP teachers do **not** walk students to class unless a specific situation requires assistance.

#### Kindergarten Enrichment

- Students arriving for Kindergarten Enrichment (via bus or parent drop-off) walk directly to ACP, where they are greeted and signed in by an ACP teacher.
- At dismissal, students are either walked by ACP staff to the bus or to the parent pick-up line.

#### After Care

- After Care begins at the regular school dismissal time.
- Students walk directly to ACP on their own, where they are greeted and signed in by an ACP teacher in the ProCare application.
- ACP does not pick up students from classrooms. Attendance is taken immediately, and all student whereabouts are verified at sign-in.

#### After-School Clubs

- ACP does not pick up students from after-school clubs.
- Club teachers must bring students to ACP, **or** parents must pick them up directly from the club, in accordance with ACP's club policy.