

General Safety Procedures

1. Pick students up at cafeteria or assigned classroom, make sure site coordinator is aware. (Decide this in advance with child's daytime teacher and site coordinator.)
2. All students must be signed out on a daily basis or it should be recorded if they report to the after school program after tutoring.
3. No students should be leaving the tutoring session unattended for any reason.
4. Only use the assigned space for tutoring sessions.
5. Follow site protocol for sign in/ sign out procedures as determined by site coordinator.

General Safety Guidelines