

DISMISSAL

Overtime Athletics

Every school has a different policy for dismissal – some schools will have specific instructions when signing out kids. When a school has an existing policy for dismissal in place, it is your responsibility to become familiar with it and implement it properly every time. If the school does not have a policy in place, OTA requires that you follow our procedures.



ROSTERS

firstname	lastname	April 12 - IN	April 12 - OU	April 26 IN	April 26 OU	May 3 IN	May 3 OU	May 10 IN	May 10 O
May 17 OUT	Cheng								
ben	kim								
Laura	Liang								
Samhita	Tatavarty								
Kevin	Jiang								
Jasper	Raleigh								
hyunwook	lee								
Jeremy	Funk								

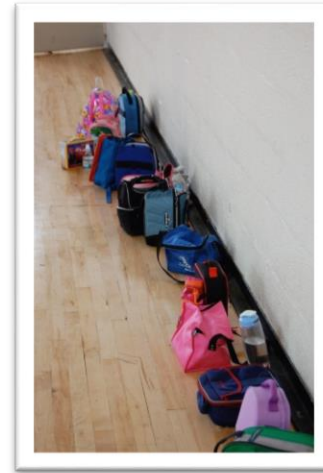
(Above is an example of what a roster might look like)

- Rosters are important to OTA because it allows us to account for the kids who are in our programs.
- Many of the schools that OTA works with sends a roster to the Program Director prior to the start of class. The PD will forward you the roster and any sign out procedures that the school has in place.
- It is your responsibility to print out the roster and have it for **EVERY** class.
- Before the start of class, if you have not received a roster, please make sure that you contact your PD so they can let you know what to do.
- If you are substituting for a class you should always ask the PD for the roster.



STEP 1 – GET EVERYONE TOGETHER

- At the beginning of class, the children should line up their bags, jackets, and belongings neatly against the wall.



- At the conclusion of the class, have the children sit on a line (or together) in the center of the gym/field.



STEP 2 – ENGAGE THE PARENTS

- While one Instructor is getting all of the children together, the other Instructor should be engaging the parents until all the children are ready.
- If a sign out process is required by the school – this is a great time to begin to have the parents sign out their children.



STEP 3 – DISMISSING THE CHILDREN

- Once all the children are seated, dismissal can begin with an Instructor calling the children one by one as their parents arrive.
- Children are then able to gather their belongings.
- The Instructor must check off that each child has been dismissed from OTA care.



STEP 4 – AFTERCARE STUDENTS

- Children who go to aftercare should be walked to aftercare by an OTA staff member.
- The Instructor must make contact with a staff member from Aftercare letting them know who they are dropping off.
- If a parent sign out is required the aftercare staff must sign the children out of OTA.



STEP 5 – LATE PICK UPS

- Only 1 OTA Instructor is to stay with the child.
- 15 minutes after class has been dismissed you can call a late parent.
- If you do not have contact information for the parents and the child does not know their contact information call your PD.
- Call your PD once the child has been picked up. If you are leaving a message make sure to include the School Name, Child's Name, and what time you left the school.



AFTER DISMISSAL

Once the children are all dismissed from OTA, make sure the following things are completed before you leave:

- You have all your equipment
- The space is cleaned – everything is returned to the correct place.
- Any belongings left by the kids is placed in the lost and found.
- Your DOP is contacted if there were any major incidents during class.
- You sign out the school if you were required to sign in

