



## The New School of San Francisco Campus Supervision Policy

The New School SF will provide supervision of students on all school days beginning at 8:00 am with student drop-off and continuing through student pick-up times:

- Early release days (all Wednesdays and other days as indicated in the school calendar):
  - Kindergarten will be released at 3:15 pm with pick-up by 3:45 pm
  - Grade 1 and Grade 2 will be released at 3:25 pm with pick-up by 3:45 pm
  - Grade 3, Grade 4, & Grade 5 will be released at 3:35 pm with pick-up by 3:45 pm
  - Grade 6, Grade 7, & Grade 8 will be released at 3:45 pm with pick-up by 3:45 pm
  - Students attending our Exploremos after-school program will be supervised until 6:00 pm
- Regular school days:
  - Kindergarten will be released at 1:15 pm with pick-up by 1:45 pm
  - Grade 1 and Grade 2 will be released at 1:25 pm with pick-up by 1:45 pm
  - Grade 3, Grade 4, & Grade 5 will be released at 1:35 pm with pick-up by 1:45 pm
  - Grade 6, Grade 7, & Grade 8 will be released at 1:45 pm with pick-up by 1:45 pm
  - Students attending our Exploremos after-school program will be supervised until 6:00 pm

Students will only be released to a parent or other adult designated in writing by their parent or guardian. Parents and other designated adults are encouraged to pick students up promptly. Students who are not picked up by their designated time will help in the Main Office while parents or guardians are contacted.

Supervision will be provided by adults who have submitted clear criminal background checks.

Visitors will be required to sign the Visitor Log with their full names and note the time of their arrival and sign out upon their departure. All visitors will wear a visitor tag during their time on campus.