

WOODLIN AFTER SCHOOL CLUBS DISMISSAL POLICIES AND EMERGENCY CONTACT INFORMATION

1. People and contact details

- **On Site Clubs Coordinator: Cassandra Volcy, Email: woodlinosc@littlescholarsllc.com**

Ms. Volcy is available during club hours, from 3:15pm to 5:00pm and/or until all children are dismissed. She is in charge of making sure students find their club classroom, resolving any issues that may arise during club hours, and dismissing students in a safely and orderly way.

If you have an emergency during club hours or need to change your child's dismissal plans, please contact Ms. Volcy ASAP. She will be checking email during club hours. Make sure you include a phone number where you may be reached.

- **Little Scholars Coordinator: Jennifer Nolen Email: jnolen@littlescholarsllc.com Phone: 410-246-1673**

Ms. Nolen is the overall clubs coordinator. She is not on site but will be checking email on a regular basis during club hours. If you need to change your child's dismissal plans or have an emergency, please also contact Ms. Nolen asap. Make sure you include a phone number where you may be reached.

You can also email Jennifer Nolen with any other (non-emergency) questions regarding clubs, at any time.

- **PTA After School Clubs Volunteers: Email: WoodlinClubs@gmail.com**

This email is for *non-emergency questions only* as it is not checked on a regular basis. You can email us with comments or suggestions and/or to request a scholarship.

Questions about registration: please email Jennifer Nolen.

Change of dismissal plans: please email Jennifer Nolen *and* Cassandra Volcy.

Emergencies: please reach out to Jennifer Nolen *and* Cassandra Volcy. Do *not* contact the school front office as they are not responsible for clubs.

- **Activity Buses / Randolph Bus Depot: Email: fieldtrips@mcpsmd.org Phone: 301-444-8610**

Senior Coordinator: Ms. Georgia Cornell. Office Hours: 7:30 am to 5:30 pm. Monday-Friday.

2. Dismissal procedures and policies: Walkers, Parent Pick-Ups, KAH, Woodlin CDC

- When does the after school program end?

Students will be dismissed at **4:40-4:45pm** from the after school programs.

- My child is a walker, what do I need to know?

Walkers will be dismissed by the teacher at the same time as the parent pick up students are dismissed.

- My child goes to Woodlin CDC or KAH, what do I need to know?

Your child will be escorted to meet the CDC/KAH staff member on site.

- I am picking my child up from Woodlin after class, what do I need to know?

Parents are not permitted to enter Woodlin. Please wait outside of the school and the teacher will dismiss the children from there.

- What happens if I am running late?

Children who have not been picked up by **4:45pm** will be considered a late pick up. The on-site coordinator will call the emergency contacts listed on your child's registration form. If the child has not been picked up one hour after the end of class, the coordinator will contact the police. If a child is picked up late more than twice they will be removed from the program without a refund.

If you are running late due to a *serious and unavoidable emergency* please make sure you get in touch with Cassandra Volcy and Jennifer Nolen immediately.

3. Dismissal procedures and policies: BUS RIDERS

- When do buses depart from Woodlin?

Bus riders will board buses at approximately 4:40pm and leave the school at approximately **4:45pm**.

- What happens if buses depart from Woodlin late?

Activity buses are usually parked and waiting outside the school at approximately 4:35pm. Depending on traffic and weather conditions there might be minor delays in boarding and departure. Major delays are, however, extremely rare.

In the highly unlikely event that buses do not show at the school on time and/or depart with a substantial delay, the on site coordinator, Cassandra Volcy, will remain at the school with the students until all children are safely dismissed and the buses have left.

- What happens if a parent or guardian is not at the bus stop?

YOU MUST MEET YOUR CHILD AT THE BUS STOP selected by you when registering for clubs! If a parent or guardian is not at the bus stop to get your child, the bus driver will most likely return your child to Woodlin, but please note that this is at the driver's discretion and is not a written policy. If the school is not open or other events prevent the bus driver from returning to Woodlin, the only alternative the driver will have is to contact the police.

According to MCPS Bus Depot regulations:

*"The same guidelines apply to students riding on activity buses as do for regular-ed students regarding being met by a parent, or caregiver. **It is the responsibility of the parent or caregiver to meet the bus.** The bus will not wait, since it's on a schedule that other students and parents are relying on. (If a student appears troubled, or lost the driver will not leave the student.)"*

- What happens if a child does not get off a bus and is returned to Woodlin?

Should a child be returned to Woodlin, it will happen sometime after 5:00pm when the bus has completed its route. The school will most likely be open but **there is no clubs coordinator present at that time.** The bus driver might be willing to wait for a little while with the child but **this is not guaranteed** and the child might have to wait at the school on their own until a parent or caregiver picks them up.

If you have an emergency and you missed your child at the bus stop, it is quite likely that your child is coming back to the school and you can meet them there. Our three bus drivers have agreed to return to the school in those cases. However, please remember that, depending on various circumstances, the bus driver might not be able to return to Woodlin and might have to contact the police.

If you find yourself in such a situation, your best bet is to *go straight to the school and wait for the bus there.* You may contact Cassandra Volcy and Jennifer Nolen. They will not be on site at that time but they will do their best to assist you and reach out to PTA volunteers to assist as well. You may also want to contact the Bus Depot directly (see phone number and hours in the first page).

*****IMPORTANT***** Should there be an emergency with a child who did not get off the bus and is coming back to Woodlin, Little Scholars and the PTA volunteers will be happy to talk with the parents and try to assist them in any way they can. However, **it is the parents responsibility to ensure someone is at the bus stop to meet their children when the bus arrives.**

- Where can I find a list of bus stops?

See below. You can also check the flyer, Little Scholars website or the PTA website.

Bus A

Stop 1- Loving Care Day Care
Stop 2- Park Sutton, 16th St & Lyttonsville
Stop 3- Suburban Towers, 8600 16th St
Stop 4- Summit Hills, 8500/8504 16th St
Stop 5- Coffield Community Ctr, 2450 Lyttonsville Rd
Stop 6- Chevy Chase Condo Community, 1705 East-West Hwy
Stop 7- East-West Hwy & Cary Lane
Stop 8- Lenox Park Apts, 1400 E-W Hwy
Stop 9- 8309 16th St
Stop 10- 8409 16th St

Bus B

Stop 1- Linden Ln & Dewitt Dr
Stop 2- Linden Ln & Warren St
Stop 3- Osborn Dr & Warren St
Stop 4- Riley Rd & 2nd Ave
Stop 5- Highland Drive & Watson Rd
Stop 6- Dale Drive & Harvey Rd
Stop 7- Dale Drive & Midwood Dr
Stop 8- Red Oak & Columbia Blvd
Stop 9- Flora Lane & Flora Court
Stop 10- Flora Lane & Woodland Dr

Bus C

Stop 1- 2nd Ave & Noyes Drive
Stop 2- Woodside Child Care, 1st Ave
Stop 3- The Point Apts, 1st Ave & Fenwick
Stop 4- 2nd Ave & Cameron St
Stop 5- Twin Towers Apts, Fidler & Ramsey
Stop 6- 8724 Cameron St
Stop 7- Noyes Dr & Fairview
Stop 8- Woodland Dr & Ballard
Stop 9- Woodland Dr & Woodside Pkwy
Stop 10- Woodland Dr & Grace Church Rd

4. Responsibilities

- Little Scholars is responsible for the organization and running of after-school clubs, including the well-being of students during club hours, up until the moment students are dismissed following their parents' directives.
- Should a student have a problem during club hours (for example, the child feels sick), Cassandra Volcy will call the emergency contact numbers listed at the time of registration.

- **Once students have been properly dismissed** by whichever option their parents have chosen (bus, walking, pick up, etc.) and are outside the school, **Little Scholars and the PTA after-school clubs volunteers are NOT responsible for children's safety.** Especially in the case of walkers and bus riders, it is the **parents responsibility** to make sure children are safe and able to reach their destination.

Please keep a copy of these guidelines and emergency contact information.