

# 2022-23 Club Startup

Edna Louise Spear Elementary School

## Club Advisor

- Must have an application for club charter on file: [Application For Club Charter](#)
- Create Permission Slips
  - Include:*
    - Blurb regarding what the club is about/offering
    - Location of club (example: Room 314 or Library)
    - Day of club
    - Time of club (AM clubs 8:10-8:50 PM clubs 3:35-4:15)
    - Late Bus run sheet (you can ask Jess Pero for it if you do not have it)
- Email your scheduled club dates to Jess Pero ([jpero@portjeffschools.org](mailto:jpero@portjeffschools.org))
- Attendance Sheets must be completed at the beginning of each club meeting; you will receive a Google link to your attendance sheet from Jess Pero prior to the start of your first meeting
- Keep your own running record of parent/guardian contact information to be utilized for emergencies, club cancellations, etc.
- Club advisors are responsible for maintaining their students dismissal changes.

## Email Completed Roster (alphabetized by last name) to:

- Jess Pero ([jpero@portjeffschools.org](mailto:jpero@portjeffschools.org))
- Joan Tucci ([jtucci@portjeffschools.org](mailto:jtucci@portjeffschools.org))
- All grade level teachers the club includes (example: Lego Club - 3rd grade teachers)

## AM Clubs:

Select Choir, Band, and Orchestra are entitled to morning busing. Club advisor(s) set that up directly with Transportation (ext. 4261).

## PM Clubs:

During your first meeting, confirm with each student how they are being dismissed.

Send them to the main office:

- If they are unsure if they are taking the late bus or being picked up
- If they are taking a late bus but DO NOT know their bus stop

## PM Club Permission Slip (sample on page 3):

Club permission slip needs the Late Bus Run attached (ask Jess Pero for it if you do not have it) and must include:

- Bus leaves front circle at 4:30 PM
- Late bus drops off students only at perimeter bus stops
- Please see attached **BUS RUN**
- Bus Questions - Transportation Department (631) 791-4261
- Parking in the front circle is prohibited - please use front parking lot
- **Your child will be released to only those adults listed on the permission slip**
- Please pick up your child by 4:15 PM
- A note is needed for any changes in adult pick-up instructions

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My child's homeroom teacher is \_\_\_\_\_

My child will:

\_\_\_\_\_ ride the late bus \_\_\_\_\_ (bus letter) \_\_\_\_\_ (bus stop)

\_\_\_\_\_ go to the Village Center - Late Bus Available

\_\_\_\_\_ will be picked up by one of the following adults:

Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Emergency Contact phone #** \_\_\_\_\_

**Print Email Address:** \_\_\_\_\_

**Print Home Address:** \_\_\_\_\_

**Print Last Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

## Sample Permission Slip:

**Intramurals**  
**4th Grade - Tuesdays**  
**November 2, 2022-May 16, 2023**

**Limited Capacity (lottery may be established)**

- Bus leaves front circle at 4:30 PM
- Late bus drops off students only at perimeter bus stops
- Please see attached **BUS RUN**
- Bus Questions - Transportation Department (631) 791-4261
- Parking in the front circle is prohibited - please use front parking lot
- **Your child will be released to only those adults listed on the permission slip**
- Please pick up your child by 4:15 PM
- A note is needed for any changes in adult pick-up instructions

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 Please save top portion

I give my child, \_\_\_\_\_ permission to attend 4th Grade Intramurals on Tuesdays when school is in session.

My child's homeroom teacher is \_\_\_\_\_

My child will:

\_\_\_\_\_ ride the late bus \_\_\_\_\_ (bus letter) \_\_\_\_\_ (bus stop)

\_\_\_\_\_ go to the Village Center - Late Bus Available

\_\_\_\_\_ will be picked up by one of the following adults:

Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Emergency Contact phone #** \_\_\_\_\_

**Print Email Address:** \_\_\_\_\_

**Print Home Address:** \_\_\_\_\_

**Print Last Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_