

Check In and Check Out Procedures

Students attending Riverwatch in person Full Time

- When checking in late, students may enter the front office on their own to sign in through our Checkmate System
- When checking out early, parents must bring a photo ID to the receptionist at the front desk. Parents will then use the Checkmate System to check out their student once their ID has been verified. Knowing your student's school ID number makes the process a bit quicker.

Students attending Riverwatch part time for one or more classes

- Students participating in the first class of the day may arrive with other students by car or bus
- Students coming later in the day for a class should arrive no more than 10 minutes prior to the start of their scheduled class
- Students leaving at the end of the day after a scheduled class may go home by car or by bus with other students
- Students leaving after a scheduled class during the day must leave through the front. Larger groups of students are escorted to car line by a teacher, smaller groups will wait in the reception area where parents must come to the door to retrieve them. Students **MUST** be picked up within 5 minutes of the end of the scheduled class period.
- These students will not use the Checkmate system to check in and out during the day.