

Aftercare Late Pick-up Policy

This policy aims to encourage accountability and ensure the smooth operation of our aftercare program while maintaining a safe and organized environment for all students in aftercare and to respect the time of staff and families.

Your cooperation is greatly appreciated.

Scheduled Pick-Up Time:

- Parents are expected to pick up their children by 5:30 pm.

Late Fees:

- For pick-ups after 5:30, a fee of \$1 per minute will be charged for the first 2 late pick-ups, then \$5 per minute after the second time moving forward.
- Fees will be billed through FACTS just as normal aftercare charges.

Notification Procedure:

- If a parent anticipates being late, they should contact the aftercare phone (984.334.9217) as soon as possible.
- Staff will start to contact people listed on the pick-up list between 5:35 and 5:40.

Repeated Late Pick-Ups:

- 1 late pick-up a verbal reminder of pick-up time, fee is \$1 per minute.
- 2 late pick-ups an email will be sent stating it is the second late pick-up, last warning before fee moves to \$5 per minute.
- 3 late pick-ups an email will be sent stating this is the third late pick-up and fee is now \$5 per minute.
- 4 late pick-ups a 2-day suspension from aftercare will be set, fee is \$5 per minute.
- 5 late pick-ups a 1-week suspension from aftercare and a meeting with administration will be set; fee is \$5 per minute.
- 6 late pick-ups will result in student no longer being allowed in aftercare; fee is \$5 per minute.