



# Casa Esperanza Montessori

a dual-language charter school and preschool community

## School Policy

**Policy Number:** 2.1.1

**Section:** School Environment

**Title:** Late Pick-up Policy

**Rationale:** Children need to remain safe and supervised if left at school after hours. The school must maintain the safety of those students while at the same time allowing staff to maintain regular work hours.

**Policy:** Children who are not picked up after school in a timely fashion after three (3) occurrences will be sent to Casa Esperanza's Aftercare Program. Parents will be required to pay a fee covering the time that their child had to remain at school. Fees that are unpaid will result in the school holding a child's grades until the fees are paid in full.

### Procedures:

1. Children who are not picked up by parents prior to 3:20PM will remain in the front office until 3:30.
2. At 3:45 all remaining students will be taken to Aftercare.
3. Students will be released to parents from Aftercare when parents have signed Form 2.1.1, Notice of Late Pick-Up.
4. Parents will be allowed three instances of Late Pick-up in a school year before any fees are charged.
5. After the third late pick-up, parents will be charged a fee determined by the school and based on the amount of time the child remains at school.
6. All late pick-up fees must be paid in full prior to release of any subsequent report cards.

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Include in Parent Information Handbook

Include on School Website

Include in Employee Handbook

Signature:

9/15/2016

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Awamary Khan, Board Chair

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Date Adopted

Revision History	Issue Date	Sections Affected
0.0.0	8/28/2014	ALL
0.0.1	9/15/2016	Times