

Title:	Late Pick-Up Policy	Related Policies:	
Number:	4.11	Related Procedures:	
Status:	Approved	Adopted:	
Owner:	Shuaib Hanief Kevin Durkin (DSS)	Accounting:	
Last Revised:		Legal:	FCS
Policy Detail			

It is the parents' responsibility to provide timely transportation for students following dismissal every day. The Executive Director and/or designee shall develop administrative procedures and guidelines as necessary for implementation of this policy. The policy will include procedures for:

- Parents
- Classroom Teachers
- Office Staff
- Administrators
- Social Worker

The procedures for managing late-pickups should be distributed to each student via the Family Handbook at the beginning of the school year and upon enrollment of each new student. The parents/guardians will be requested to sign an acknowledgment of the receipt of the policies outlined in the Family Handbook and promptly return the acknowledgment to the school. The late pick-up policy should be available in the school office and each classroom.