

Late Pick-Up Policy

Components:

- Staffing of at least two staff 18 years or older
- Parents or emergency contacts
- Alternate pick up person
- Notification of police department

Late Pick Up Policy

Two staff members 18 years of age or older will always remain at the program with the child. If the child has not been picked up at the center closing time, a program staff person will attempt to call the child's parents/guardians using the numbers provided. If they cannot be reached, the program staff person will attempt to call the emergency and authorized, alternate adults provided by the parent/ guardians at the time of enrollment. The police will be called after fifteen minutes center closing time if parents or other adults specified on the permission to release forms cannot be reached. At that time the child may be released to the police. The non-emergency number for our local police department is 203-977-4444.

Parent/Gardian Signature:

Date: