

# Archway Trivium West

## LATE PICK-UP PROCEDURE AND POLICY

**The spirit of the late pickup policy is to encourage parents to make proper arrangements to have their child(ren) picked up on time.**

### **Regular After-School Pick-Up by an Adult:**

In the event that student(s) are not picked up within a half hour of dismissal time and are NOT in a club, sport or event on campus after school ends, they will be placed in supervised childcare in the Archway Atrium.

Regardless of cause for late pick up, **the fee will be \$15 for the first 15 minutes per child and a \$5 fee for every 5 minutes after until the child is picked up.** For example, if a student is picked up on a Monday at 4:01 p.m., the fee will be \$20 per child for the 16 minutes spent in supervised childcare. An invoice for the late fee will be sent to parent by email.

### **Regular After-School Pick-Up by a Prep Sibling:**

Parents should communicate with their Prep student about the importance of the prompt pickup of their Archway sibling. Late fee procedures and fees will apply if the Archway student is not picked up within a half hour of dismissal time. An invoice for the late fee will be sent to parent by email.

### **Extra-Curricular Pick-Up:**

In the event that children are not picked up within the 10-minute grace period after a club or event, the program instructor or volunteer will be responsible for transporting the scholar to the After School Club Director and will be automatically placed in supervised childcare in the Archway Atrium.

Regardless of the cause for the late pick up, **the fee will be \$15 for the first 15 minutes per child and a \$5 fee for every 5 minutes after until the child is picked up.** For example, if a student is picked up on a Monday at 4:41pm after a club concludes at 4:30PM, the fee will be \$15 per child (11 minutes late, 1 minute in supervised childcare). An invoice for the late fee will be sent to parent by email.

**Thank you for your cooperation.**