



# LATE PICK-UP NOTICE



Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Date: \_\_\_\_\_

Time of Today's Late Pick-Up: \_\_\_\_\_

Child's Contract Hours: \_\_\_\_\_

It is our shared goal for your child to be ready for kindergarten. Therefore, your child must be dropped off and picked up on time each day. When your child arrives late to school, s/he misses important educational and social activities. Additionally, when your child is picked up late, there are challenges to maintaining safe child/adult ratios.

- 1<sup>st</sup> time: Staff remind parent of the Pick-Up Policy and provide parent with a copy of the policy.
- 2<sup>nd</sup> time: A case conference is held with the parent, Teacher and Site Supervisor to discuss reasons for tardiness and ways the program can support the family.
- 3<sup>rd</sup> time: A case conference is held with the parent, Teacher and Site Supervisor, and other staff as necessary (i.e. Area Director) to discuss reasons for tardiness and ways the program can support the family. Parent is informed that if tardiness continues, then the family will be offered other program options that better meet the family's needs.
- 4<sup>th</sup> time: A case conference is held to discuss and determine transition to an alternate program option.

**Comments:** \_\_\_\_\_

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Print Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_