



1.3D Late Pick Up Notice Instruction Sheet



PURPOSE STATEMENT:

The purpose of the Late Pick Up Notice is for staff to document late drop off and late pick- up of the child from the site.

TIMELINE:

Used as needed

STAFF RESPONSIBLE:

Site Supervisor, Assistant Site Supervisor, Teacher, other staff as assigned

INSTRUCTIONS:

The Late Pick-Up Notice is used when a family is late dropping-off or picking up their child (per their contract hours). The notice is completed at the discretion of the Site Supervisor and a copy is provided to the parent after each occurrence.

- 1st Occurrence
 - Staff document time of late drop off or pick up.
 - Staff remind parent of the Attendance/Drop-Off/Pick-Up Policy and provide parent with a copy of the policy.
 - Document reason for tardiness in the comment section.
 - Staff and parent print names, sign and date the notice.
- 2nd Occurrence
 - Staff document time of late drop off or pick up.
 - 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.
 - Document reason for tardiness and ways that the program will support the family in the comment section.
 - Staff and parent print names, sign and date the notice.
- 3rd Occurrence
 - Staff document time of late drop off or pick up.
 - A case conference is held with the parent, Teacher and Site Supervisor, and other staff as necessary (e.g. Area Director, CACU Program Specialist, etc.) to discuss reasons for tardiness and ways the program can support the family.
 - In the comments section, document reason for tardiness and ways that the program will support the family. Document that family has been informed that if there are additional occurrences of tardiness, then the



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family will be offered other program options that better meet the family's needs.

- Staff and parent print names, sign and date the notice.

- 4th Occurrence
 - Staff document time of late drop off or pick up.
 - A case conference is held with the parent, Teacher and Site Supervisor, and other staff as needed (i.e. Area Director, CSQI Program Support, etc.) to discuss plans to transition to other program options.
 - Document recommendations for alternate program options in the comment section.
 - Staff and parent print names, sign and date the notice.

Staff files a copy of the signed document in the Child File, Section 1.