



An educational ministry of the Daughters of Our Lady of the Garden since 1972

LATE PICK UP, AFTER SCHOOL CARE, AND RELEASE POLICY

Children may only be released to their parents and anyone else who is listed as approved by the parents.

If a child is not picked up at the scheduled dismissal time by 12:30 p.m. or 4:00 p.m., he/she will be under the supervision of two staff members 18 years of age or older who will wait with the child on the premises. During the waiting period, this child will be placed with other children in the after-school care program, which is between 4:00 -5:30 p.m.

During the after-school care, the child will engage in supervised free play or another activity while waiting for a parent/guardian to come and pick him/her up.

If the child has not been picked up within the scheduled pick-up time, the staff members who are assigned to after school care will contact the parents/guardians of the child. If they cannot be reached, using the means of contact provided on file, the staff person will attempt to call the emergency and authorized alternate adults provided by parent/Guardian at the time of enrollment. When the parents, or designated adult, arrives the staff member will release the child.

If the parent/guardian or other designated adult cannot be reached, or in the case of emergency, the designated persons approved by the parents will be contacted. The parents have listed these persons on file and have given these individuals permission to make decisions as to the health and welfare of their child.

The after-school care supervision ends at 5:30 p.m. If it should happen that a child has not been picked up, at the regular scheduled pick-up time, and after repeated attempts, the school has not been able to make contact with the parents/guardians or designated emergency contact, the Director will contact the Middletown Police Department two hours after (7:30 p.m.) at their non-emergency number - (860) 638-4000 – and follow their instructions.

A fee is applied for late pick-up at a rate of \$8.00 per half hour. Late pick-up is billed on the following monthly invoice.

Signature of Parent/Guardian: _____ Date: ____/____/____