

## GREAT FUTURES START **HERE.**



### Late Pick-Up Policy

To ensure the safety of all children and staff, families are expected to pick up children at or before the program's scheduled closing time each day. If a parent or guardian is unable to arrive on time, an emergency contact or authorized alternate pick-up listed on the child's registration form must be able to arrive within 30 minutes of closing. Repeated late pick-ups or difficulty reaching parents or emergency contacts may raise safety concerns and may result in consequences outlined below. For the purpose of administering this policy, all late pick-up occurrences will be tracked cumulatively throughout the current school year, including all intersession and summer programming. Consequences associated with late pick-ups will remain applicable across program sessions and will not reset until the end of summer. For questions regarding this policy, please contact Club Leadership.

#### **If You Will Be Late:**

Please contact the Club immediately if you anticipate arriving after the scheduled closing time. When calling, provide your **expected time of arrival** or identify an **authorized alternate pick-up**. Please note that notifying the Club of a late arrival does not exempt families from late pick-up policies or any associated consequences.

#### **If A Child Is Not Picked Up At Closing:**

1. Staff will attempt to contact the parent/guardian and all listed emergency contacts.
2. If no authorized adult can be reached or arrive within required timeframes, **local law enforcement may be contacted** to ensure child safety.
3. Staff will remain with the child until responsibility is safely transferred.

#### **Late Pick-Up Consequences** (*Pick-ups within 15 minutes past closing*)

- **1st & 2nd Occurrence** – Courtesy reminder
- **3rd Occurrence** – Final notice; next occurrence will result in removal
- **4th Occurrence** – Removal from the program until the following school year (*including summer and intersession programs*)

**Excessive late pick-ups** (including repeated pick-ups beyond 15 minutes, extended time with no contact, or situations impacting safety) may result in **earlier removal from the program**.

#### **Emergency Contacts & Authorized Pick-Up**

- Families must list **at least (2) emergency contacts or authorized pick-ups** on their child's registration.
- Emergency contacts can be **updated at any time through the registration portal**.
- Children may only be released to **authorized individuals listed on file**.
- Written consent is required for minors picking up children.
- Children will not be released as "walkers" without prior written permission or after dark.

If the Club is unable to reach a parent or emergency contact, a child's attendance may be placed on hold until updated contact information is provided.

#### **Late Pick-Up Policy Acknowledgment**

By enrolling and participating in the Antelope Valley Boys & Girls Club program, families acknowledge and accept the Late Pick-Up Policy.