

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 questions regarding this policy, please contact Club Leadership.

If You Will Be Late:

Please contact the Club immediately if you know you will be arriving past closing time. When calling, provide your **expected time of arrival** or identify an **authorized alternate pick-up**.

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 two 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.