



## Late Pick-up Policy

Any child/children in Kindergarten to Grade 2 **must be picked up from their classroom from a parent or a guardian before 3:45pm**. The only exceptions are as follows:

- the Kg – Grade 2 student has an older sibling (this can not be a relative/cousin/friend) who is capable of picking them up from their homeroom before 3:45pm and walking them outside to meet you at your vehicle.
- The student is registered for after school activities such as athletics, tutoring, Quran, or any other school-based activity. In these situations, parents are expected to pickup their children at the end of the scheduled session.

## Late Pick-Up Fee

All teachers will escort any remaining students to the school cafeteria at 3:45pm (2:15pm on Thursdays) where they will stay in a safe place under the supervision of school security. If a student is not picked up within 30 minutes after school is dismissed, the child's parent or guardian **will be charged an automatic late pick-up fee of \$2.00 per minute** thereafter. However, we understand that unforeseen events do happen and if a parent is expecting to be late to pick up their child you may notify the school beforehand to alert us that you will be late to pick up your child or that you will arrange for someone to pick up your child on that particular day. For these unplanned circumstances, you will not be charged the late fee at a maximum of 3 times per month.