



## Khalsa Montessori Elementary School

### Late Pick-up Policy

Students should be picked up promptly from school at the end of the school day. The school provides for a ten minute grace period at the end of the school day for student pick-up. The school asks parents, guardians, and caregivers to be mindful of the extra burden placed on the school staff when students need to be supervised after the grace period.

School dismissal on full days is:

Lower Elementary – 3:00pm

Upper Elementary – 3:30pm

Grace period for full school days: 10 minutes

School dismissal on early release days EXCEPT the day before Thanksgiving is:

Lower and Upper Elementary – 11:30am

Grace period for early release days: 20 minutes

Schools dismissal on the day before Thanksgiving is:

Lower and Upper Elementary – 12:30pm

Grace period for early release days: 20 minutes

If the child is not picked up within the grace period a late pick up fee may occur. Late pick-up fees are:

Within grace period after school dismissal = no charge

1 – 10 minutes after Grace period or Extended Care allotment = \$10

11 – 20 minutes after Grace period or Extended Care allotment = \$15 additional

21+ minutes after Grace period or Extended Care allotment = \$15 additional every 10 minutes

Any child picked up after 6:00pm = \$10/minute

Fees will be charged in Blackbaud, where appropriate, and added to next month's billing



Any changes to the pick-up list on the student's Emergency/Immunization Info Card (Blue Card) will need to be approved through written authorization, or a direct phone conversation between parent/guardian and the Front Office secretary before the child leaves the school grounds. Khalsa Montessori Elementary School reserves the right to not release a student until confirmation from parent/guardian is received and/or identification of the person picking up is provided.

Any individual picking up a student must be prepared to show identification.

Student's Full Name: \_\_\_\_\_

I have read and understand the Late Pick-Up Policy for Khalsa Montessori Elementary School

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_