



Khalsa Montessori School

Toddler & Primary Campus 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:

Toddler & Primary – 3:00pm

Grace period for full school days: 10 minutes

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

Toddler & Primary – 11:30am

Grace period for early release days: 20 minutes

Schools dismissal on the day before Thanksgiving is:

Toddler & Primary – 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 = \$10

11 – 20 minutes after Grace period = \$15

After 5:30 at Toddler & 6:00pm at Primary (**no grace period**) = \$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 Primary 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 Primary School

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____