



School year 2016/17: Late pick-up Policy

Dear parents this is just to inform you how our late pick-up policy will be during the school year.

Boys and Girls Club closes at **6:30 pm** during after school and at **5:30pm** during summer and breaks. **All Members** must be checked out no later than **6:30 pm**. This included all individuals authorized to pick up your child/children.

1st offense: Verbal Warning: This is your first warning; a staff will verbally tell you that this is a verbal warning and next time you will get a written warning.

2nd offense: Written warning with Parent signature: You understand that this is your 2nd time being late and this is a written warning. Members need to be picked up **by 6:30pm**. If this happens again, you must understand that the 3rd offense is a 2-day suspension from the club.

3rd offense: 2 Day member suspension from club: You understand that this is your 3rd time being late and as a result your child(ren) is/are being suspended from the club for 2 days. You must understand that if this happens again, your child will be put on a month's probation where they will be required to be picked up by **6:00 pm**.

4th offense: 1 month's probation in which my child(ren) must be picked up by 6:00 pm.: You understand that this is your 4th time being late and as a result your child(ren) must be picked up by **6:00 pm** for the next month.

5th offense: MUST pay a \$1.00 for every minute you are late.

You understand that this is your 5th warning and as result you are required to pay \$1.00 for every minute you are late. The balance must be paid off before they attend the club.

By signing below, I certify that I have read, understand and comply to agree with BGCLT late pick-up policy.

Signature: _____ **Date:** _____