



Late Pickup Policy

File name: 2024.3_Policy_Late Pick Up

Policy Statement

Parents, guardians, and designated adults are expected to pick up and check out their child(ren) from the Club no later than their site's closing time. If a child is picked up after closing time, it will be documented with fees for the initial offenses as well as probation and suspension consequences for additional offenses.

Reason for Policy

When a child is picked up late, this puts unnecessary stress on the child and Club staff. Punctuality shows consideration and respect for both the child and Club staff.

Who Should Read This Policy

Employees, Board of Directors, and Club Parents

Definitions

"Club youth" or "youth participants" refer to Club members and other youth who participate in Club-related programs or activities.

The "Angel of Tahoe building" refers to the Club's main site at 1100 Lyons Avenue in South Lake Tahoe.

The Policy

Parents, guardians, and designated adults are expected to pick up and check out their child(ren) from the Club no later than their site's closing time. All school sites (Bijou Community School, Meyers Elementary, and Tahoe Valley Elementary) close at 5:30 p.m. and during the school year, the Angel of Tahoe building closes at 6:30 p.m. During summer vacation and school breaks, the Club closes at 5:30 p.m.

If a child is not walking out the door before or at closing time, the following fees and penalties will be documented and implemented:

First Offense: Fee for picking up late

The child's parent or guardian is responsible for paying a fee of \$5.00 for every five minutes late within the first fifteen (15) minutes of closing time. For every minute after the first 15 minutes, the parent or guardian will pay an additional \$1.00 per a minute. A charge will be applied to the parent or guardian's Club

account and is expected to be paid by the end of the same week.

Second Offense: Fee for picking up late

The second time a child is picked up late the parent or guardian is responsible for paying an additional late pick-up fee at the same rate described in the first offense. The fee must be paid in full the following day to avoid suspension from the Club. The parent, guardian, or designated adult must also sign the late pick-up form acknowledging they have received a second offense and that the third offense will result in suspension from the Club and an additional late fee.

Third Offense: One month probation, fee, and early pick up required

The third time a child is picked up late the parent or guardian is responsible for paying another late pick-up fee at the same rate described in the first offense. The parent or guardian will receive a one month probation where they must pick up their child(ren) at least 30 minutes prior to the Club site's closing time for the next month. If a child is picked up after the revised pick up time, there will be additional fees and consequences.

Fourth Offense: Two day suspension from the Club and fee

After the fourth offense, the child will be suspended from the Club for two days and the parent or guardian must pay the late pick-up fee. If a late pick up happens a fifth time, the parent or guardian must speak with the Executive Director and further action will be addressed.

All Offenses

Prior to attending the Club, the parent or guardian must sign (or virtually sign) and certify that they have read, understood, and agree with the Club's late pick-up policy and consequences. After each late pick-up offense, the parent or guardian must sign and date when the offense occurs.

Exceptions

Occasionally, the Club will schedule off-site activities that go beyond the site's scheduled closing time. The Club staff will inform parents or guardians of these schedule changes ahead of time and designate a time for a punctual pick up.