

## **XYZ After School Program**

### **Late Pick-up Policy**

If a child has not been picked up from the site thirty (30) minutes after the program has ended and the staff has made attempts to contact the child's parents and their authorized persons in the emergency list, the staff will call the sheriff or police and turn the child over to them.

A conference with the parent/guardian will follow.

Habitual late pick-up (three times) will be a cause for a child's dismissal from the program.