



NPNS Late Pick-up Policy and Procedure:

Timeliness and predictable routines are essential for the emotional well-being of young children. Prompt pick-ups at the appropriate time are therefore a vital part of the school day. With the shared goal of ensuring a consistent, safe, and well-organized learning environment that meets the needs of both children and staff, we ask that parents and caregivers adhere to the following late pick-up policy and procedure:

Two staff members 18 years of age or older will remain in the program with the child at all times. If a child is not picked up after school, he/she will be brought to the Main Office. NPNS will call the parent or caregiver. If a child is still not picked up after 15 minutes the emergency pick-up procedure will be activated: Each of the emergency contacts will be called. The police will be called after 90 minutes if parents or other adults specified on the emergency/ dismissal forms cannot be reached. At that time the child may be released to the police. The non-emergency number for the Darien Police Department is 203-662-5300.

First offense: A parent/caregiver who picks up a child more than 15 minutes late is given a warning.

Second and subsequent offenses: You will be charged \$15.00 for the first 15 minutes and an additional \$10.00 for every 5 minutes after that. Fines will be paid at the time of pick-up.

Teachers are not permitted to transport children to or from school.

Parent Signature

Date