

**Town of Glastonbury
Youth and Family Services
Late Pick-Up Policy**

Children must be picked up no later than the time provided to you on the rehearsal/performance schedule. Should an emergency arise where you cannot pick up your child, please call 860-652-7664 before 4:00pm to let us know who will be picking up your child in your absence. No child will be left unattended or allowed to leave with someone who is not on the form below. If your child is not picked up within 15 minutes of the documented pick-up time we will make every attempt to contact parents, or persons authorized to pick up the child. However, if we are unable to contact an authorized person within 30 minutes of the documented pick-up time it is considered child abandonment and as mandated reporters we must contact the Glastonbury Police Department. In addition, we are unable to allow any child to leave with a parent/guardian/authorized person if we feel they are under the influence of alcohol or other drugs and we will call the Glastonbury Police Department and allow them to further handle the matter.

We have had many instances of late pick up in the past and have instituted this policy to solve the problem.

Child's Name _____

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

Date _____

Home Phone _____ Cell Phone _____

Emergency Contact Name _____ Phone _____

Names and Phone Numbers of Authorized Persons to Pick-Up Your Child

Please sign here if no one is Authorized besides YOU to pick-up your Child

Signature _____ Date _____