

LATE PICKUP POLICY FOR STUDENTS IN PRESCHOOL THROUGH GRADE 9

GENERAL INFORMATION

This policy establishes a consistent approach for the care of students who are not picked up on time and therefore require supervision after the end of regular classes or programs. The school is responsible for supervision of all students up to and including grade 9. Depending on your child's weekly schedule, your child may need to be picked up at different times on different days of the week.

GRACE PERIOD

GISW will grant a grace period of 15 minutes after classes and programs end before assessing a late fee.

LATE FEE SCHEDULE

Minutes Late	Fee
1-15 minutes late	Grace Period (\$ 0)
16-30 minutes late	\$ 15.00 Late Fee per child
31-45 minutes late	\$ 30.00 Late Fee per child
46-60 minutes late	\$ 45.00 Late Fee per child

In the event of late pickup from Preschool through grade 9, a late fee of \$ 15.00 per child per 15-minute period or fraction thereof will be charged. Please make checks payable to *German School Society*.

FURTHER INFORMATION

School clocks determine pickup times. When a preschooler or student is picked up too late, late fees as described above apply without exception or reminders. This applies regardless of the cause of late pickup, whether the delay is caused by the parents, by someone else, or by unforeseeable circumstances. As soon as you know that you are going to be late, please contact and inform the school immediately at one of these numbers: **Front Desk 301.767.3800, Extended Care 301.767.3854, Elementary School 301.767.3818, or Preschool 301.767.3837.**

LATE PICKUP LOCATIONS

- 1:15pm / 2:45pm / 4:45pm dismissals: Preschoolers who are not picked up on time will be supervised at the Preschool.
- After 1:30 pm dismissal: Students in SEL through grade 4 who opt-out of the Afternoon Program and are not picked up wait in the Supervised Homework room.
- After 3:10 pm dismissal: Students in SEL through grade 9 who are not picked up wait in the Extended Care room.
- After 4:45 pm dismissal: Students in SEL through grade 9 who are not picked up are supervised by a teacher.

LATE PICKUP CONFIRMATION FORM

Faculty and staff will have the *Late Pickup Confirmation Form* available for completion and signature by parents/guardians upon pickup in order to record the pickup time.