

## **Everett Public Schools ECEAP LATE PICK-UP POLICY**

### **Steps for handling Late Pick-Up:**

1. Document each occurrence in child/family's file with the date, time picked-up, person who picked-up, any contact made re: pick-up and what was said (phone call, etc), as well as reason given for late pick-up.
2. After two occurrences by the same family of significantly late pick-up that is not an emergency, send home the Late Pick-Up Reminder Letter to all families. Inform Chad & Monica of late pick-up situation.
3. If family again picks up late, family support staff will contact the family to set up a meeting in order to develop a plan for timely pick-up. The meeting/plan may include:
  - Problem solving barriers to timely pick-up
  - Offering resources and other options if needed (such as switching to different class session if available).
  - Highlight incursion on teacher's lunch and prep time and discuss how continual late pick-up is considered neglect and can be reported to CPS if it continues.

The family should again be given a copy of the Late Pick-Up Reminder Letter. Document meeting in family's file.

4. If family continues to habitually and unjustifiably (not an emergency) arrive late to pick-up their child, consult with Chad or Monica on next steps. Next steps may include:
  - Another meeting with the family to include Chad or Monica
  - Move child to other class session if/when space allows
  - CPS Referral

Information parents receive in Parent Handbook:

**Late Pick-Up Policy:**

Parents are expected to pick up children on time. Please respect the teachers' time by arriving on time to pick-up your child.

- The break between classes is the teachers' lunch and planning time and after school the teachers are planning and preparing for the following day. When you arrive late they are not able to have lunch and/or get planning and preparation completed.

If a child is picked up late more than two times a parent or guardian may have to meet with Family Support staff to develop a plan for on-time pick up of their child. If a child is picked up late after a plan has been developed a report to Child Protective Services may be made for child neglect.

- If there is an emergency, please call your ECEAP site to make arrangements for your child to be picked up from school.

Late Pick-Up Reminder Letter is included on next page.

## **Late Pick-Up Reminder Letter**

Date: \_\_\_\_\_

Hello ECEAP Parents and Guardians,

Please remember that you need to pick-up your child on time from school.

The ECEAP Late Pick-Up Policy states:

Parents are expected to pick up children on time. Please respect the teachers' time by arriving on time to pick-up your child.

- The break between classes is the teachers' lunch and planning time and after school the teachers are planning and preparing for the following day. When you arrive late they are not able to have lunch and/or get planning and preparation completed.

If a child is picked up late more than two times a parent or guardian may have to meet with Family Support staff to develop a plan for on-time pick up of their child. If a child is picked up late after a plan has been developed a report to Child Protective Services may be made for child neglect.

- If there is an emergency, please call your ECEAP site to make arrangements for your child to be picked up from school.

Please be respectful of your teachers' time by arriving on time to pick-up your child.

Sincerely,

(School) ECEAP Staff

## **Late Pick-Up Policy**

The ECEAP Late Pick-Up Policy states:

Parents are expected to pick up children on time. Please respect the teachers' time by arriving on time to pick-up your child.

- The break between classes is the teachers' lunch and planning time and after school the teachers are planning and preparing for the following day. When you arrive late they are not able to have lunch and/or get planning and preparation completed.

If a child is picked up late more than two times a parent or guardian may have to meet with Family Support staff to develop a plan for on-time pick up of their child. If late pick-up continues after a plan has been developed a referral to Child Protective Services may be made as this may be considered child neglect.

If there is an emergency please call your ECEAP site to make arrangements for your child to be picked up from school.

*I have discussed and understand the above ECEAP Late Pick-Up Policy with ECEAP staff.*

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Parent/Guardian Signature

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Date

### **ECEAP Late Pick-Up**

On \_\_\_\_\_ I picked up \_\_\_\_\_ late from ECEAP. I arrived for pick-up at \_\_\_\_\_ am/pm. I understand that ECEAP class ends at 11:15/2:45pm.

I understand that if I arrive late for pick-up again, I will need to meet with the ECEAP staff to set up a plan for on-time pick-up. If late pick-up continues, I understand that a CPS referral may be made for neglect.

The reason for late pick-up today was \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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The reason for late pick-up today was \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date