

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 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.

Again, we ask that you please be respectful of your teachers' time by arriving on time to pick-up your child.

Sincerely,

(School) ECEAP Staff
Family Support: 425-385-xxxx
Classroom: 425-385-xxxx