

Chesterbrook Academy Schools in Illinois

Late Pick Up Policy

It is very important that all students' emergency contact information be up-to-date. If you move or change any of your telephone numbers, it is your responsibility to notify us immediately. Also, please inform us if there are any changes in the emergency telephone numbers of people to contact if you are unavailable.

Please refer to the school's fee schedule for the hours of operation. There is a late fee of \$1 per minute past the regularly scheduled school closing time.

If you are running late picking up your child, you must call the school as soon as possible to inform the closing staff and/or Principal. If you are late and we have not heard from you, one of the closing staff or Principal will try to contact you by phone using the numbers given on the emergency contact form. If we are unable to contact you, the parent(s), we will then begin calling the emergency contact people listed in your child's file.

The staff will attempt to call every 5-10 minutes, for one-half hour after closing, in hopes of contacting someone to pick up your child. If no one is contacted by this time, the staff and/or Principal will be contacting outside authorities, as required by law, such as the child abuse hotline and the police department, to follow appropriate child abandonment procedures.

It is Chesterbrook Academy's responsibility for the well-being and protection of the child until the parent or outside authorities have arrived. Chesterbrook Academy staff will not hold the child responsible for the situation and the discussion of the situation will only be held with the parent, or guardian, and never with the child.

I have read and understand the late pick-up policy and procedure and agree to abide by it.

Parent Signature

Date