

## **BUTLER EXTENDED DAY PROGRAM**

### **Late Pick-up Policy and Procedures 2015-16**

**Late Pick-up Policy:** BEDP closes at 6:00 p.m. each day. Anyone who picks up a child after 6:00, as determined by the BEDP clock in Room 013 is late unless their child is enrolled in Late BEDP or they have arranged for a drop-in day in Late BEDP. Late BEDP runs until 6:20. The drop-in rate for Late BEDP is 5.00 per day. Parents may arrange for a Late BEDP day by calling the program at 617-484-8913 any time before 6:00 on the day that they need it or they may enroll for a regular schedule of Late BEDP days.

When a parent or other pick-up person is late and has not arranged for a Late BEDP day, they will be charged the Late BEDP fee of 5.00 plus 1.00 per minute for each minute that they arrive after 6:00. This charge is per child. For example, the charge for one child when a parent arrives at 6:02 is 7.00. For two children, it is 14.00.

The teacher who stays late will keep a log of all children who are at the program after 6:00 and will write the time that each child is picked up in the log. Parents will be billed for late charges monthly by the BEDP bookkeeper.

Failure to pay late fees may result in dismissal from the program. It will always be less expensive to arrange for a Late BEDP day than to simply show up late without notice. Anyone who calls for a drop-in Late BEDP day and does not use it will not be billed. If you regularly come after 6:00, it will be less expensive to enroll in Late BEDP for the days that you need.

**Late Pick-up Procedure:** If a child has not been picked up by the 6:00 p.m. closing time and is not attending Late BEDP that day, the following procedure will go into effect.

1. A telephone call is made to the parent or guardian. If he or she cannot be reached at one of the numbers listed on the Child Information Form by 6:15 p.m., the attending staff member will proceed to step 2 after leaving a message for the parent or guardian.
2. The telephone numbers listed on the "transportation plan" page of the Child Information Form and/or the "emergency contacts" page will be called. If contact is made, that person is requested to pick up the child at BEDP. If there are no responses, steps 1. and 2. will be repeated until contact is made. If no contact is made, messages will be left where possible.
3. If contact has not been made by 8:00 p.m., the attending staff person will call the Belmont Police Department, and a report of this action will be placed in the child's file. The staff person will notify the site coordinator and/or the program administrator before leaving the building.

**Late Fee for Children in Late BEDP:** Parents whose children are enrolled in Late BEDP or have a drop-in day in Late BEDP will be charged the 1.00 per minute late fee starting at 6:21 p.m. Calls will be made starting at 6:20 for children in Late BEDP.

**Alternate Pick-up Arrangements:** We urge parents to make back-up arrangements whenever possible (with another BEDP family, a neighbor, a relative or sitter). If you have not already done so, we also ask that you list at least one person on your child's transportation plan who would be willing and able to pick up your child. Please list people who are likely to be reachable between 6:00 and 6:30 p.m. They will be contacted only if it is after 6:00 and we have not heard from you. Whenever possible, we want to send children home rather than keep them and the staff at school beyond closing time. If you want your child to walk home alone, you must authorize this on your child's transportation plan, and your child must be at least 9 years old.