

PINELLAS COUNTY SCHOOLS  
**EMPLOYEE AND COMMUNITY PRESCHOOL PROGRAM**  
**LATE PICK-UP POLICY**

**LATE PICK-UP POLICY**

An overtime fee of \$5.00 per child for the first 1 to 5 minutes, then \$1.00 per minute thereafter will be charged to parents whose child remains past the closing time. This fee must be paid for the child to continue in the program.

The following procedures will also be in effect after the closing:

1. A member of the child care team will try to reach the parents/ guardians at home and at work.
2. If they cannot be reached, the care giver will call the emergency numbers on the enrollment form.
3. If no authorized person can be reached, the care giver will notify campus police.
4. The officer will investigate and try to contact the parent/guardian. If the parent/guardian cannot be reached, the school will contact the Department of Children and Families. If the Department of Children and Families is not able to respond in a timely manner, the local jurisdiction will be contacted.
5. The parent/guardian will be responsible for all costs incurred during this procedure.

**ARRIVAL AND DEPARTURE**

Each school will provide parents with specific directions for entering and exiting the building and parking.

Children must be brought into the building and signed in. When leaving, the person picking up the child must sign the child out. Only those persons designated on the child's identification record and enrollment form are allowed to pick up the child. The designated person must provide picture identification if unknown to staff members.

In the event a parent or designee (as listed on the enrollment form) arrives to pick a child (or children) from the Employee and Community Preschool Program and by word, action or deed, is believed to be incapacitated (physically or mentally) the following procedure will be followed:

1. The child and/or children are not to be released, and the following action is to be taken:
  - a. If security is on site, they must be notified and informed along with the appropriate law enforcement agency of jurisdiction or simply dial "911".
  - b. Department of Children and Families must be called: 1-800-962-2873
  - c. In a school, during the normal school hours, the Principal and SRO should be notified immediately, then the immediate supervisor or administrator.

During this time, the child/children must have an adult with them until the matter is resolved. Please keep in mind, the child care staff member will be responsible in documenting the incident and articulating the demeanor or actions of the adults to the appropriate authority.

I have read and agreed to the above procedure.

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

\_\_\_\_\_  
Date