



### **Dismissal and Late Pick-Up Policy**

Children who attend the morning preschool classes are dismissed at 11:00, 11:15 or 11:30 a.m. Children who attend the afternoon preschool classes are dismissed at 2:30 or 2:45 p.m. A \$10 charge will be assessed for any child who is picked up more than 10 minutes after the child's class dismissal time, with \$1 charged for each additional minute thereafter.

If a child has not been picked up within 15 minutes past the dismissal time Northfield Community Nursery School staff will begin telephoning the parents'/guardians' work, cell and home numbers in an effort to contact the parents/guardians. If, after calling all the available contact numbers, a parent or guardian cannot be reached, the staff will contact the emergency contacts listed on the child's Emergency Contact form.

If the child has not been picked up within 45 minutes of the dismissal time and parents and emergency contacts have not been available, the Director or Director-Designee will contact the Northfield Police Department, in accordance with Illinois Department of Children and Family Services licensing regulations.

Northfield Community Nursery School acknowledges its responsibility to ensure the child's well-being until such time as the parent, authorized pick-up person, or police department representative arrives. Staff will not hold the child responsible for the late pick-up and will not discuss the issue with the child.

Parents/guardians are expected to maintain updated contact information in their child's files. More than three instances of late pick-up may be grounds for dismissal.