



The Troy CCSD 30-C learning community will achieve excellence and will conquer the challenges of the future.

Parent/Guardian Late Student Pick-Up Policy

Parents/Guardians need to give this matter serious consideration. Troy CCSD 30-C school buildings are not equipped to handle extended student illness or provide after school daycare, and the district will not do so. As such, Troy 30-C now comes forward with specific rules regarding parents or approved proxy responsibility in picking up their students from school outside of the regular pick-up and drop-off times.

Below is an outline of the specific times for picking up students as well as specific consequence for each pick-up incident. The district will excuse one late pick-up regardless of the incident type.

Incident A _____ (parent or proxy initial here)

Sick students that are left at school and have not been picked up by parents/guardians.

Parent or Proxy Responsibility

Parents or proxies are required to pick up their sick child 60 minutes following notification from the school.

Consequence

If the student is not picked up within the 60 minute timeframe, a late fee of \$75.00 will be charged to the student account. Unpaid fees will be turned over to collections at the end of the school year.

Incident B _____ (parent or proxy initial here)

Students that are left at school following dismissal and have not been picked up by parents/guardians.

Parent or Proxy Responsibility

Parents or proxies are required to pick up their child within 15 minutes following dismissal. Times are outlined below as per page 7 of the *Student/Parent Handbook*.

School	Dismissal Time	Late Pick Up Limit
AM Preschool	11:05	11:20

Elementary School, PM and All Day Preschool Regular Day	3:05 p.m.	3:20 p.m.
Elementary School and All Day Preschool SIP Day	11:50 p.m.	12:05 p.m.
WBO/TMS Regular Day	2:20 p.m.	2:35 p.m.
WBO/TMS SIP Day	11:05 a.m.	11:20 a.m.

Consequence

If the student is not picked up within the 15 minute timeframe, a late fee of \$75.00 will be charged to the student account. Unpaid fees will be turned over to collections at the end of the school year.

Incident C _____ (parent or proxy initial here)

Students that are left at school following regular after school activities (i.e., clubs/practices) or extra curricular events and have not been picked up by parents/guardians.

Parent or Proxy Responsibility

Parents or proxies are required to pick up their child 15 minutes following dismissal, at the end of regular after school activities (i.e., clubs/activities), and extra-curricular events as per the following times.

School/Activity	Completion Time	Late Pick Up Limit
Elementary Schools	4:20 p.m.	4:35 p.m.
WBO/TMS Clubs/Activities*	4:00 p.m.	4:15 p.m.
WBO/TMS Sporting Events**	6:00 p.m.	6:15 p.m.

*Clubs and activities may have an event that takes place after normal school hours and does not conform to the times above. These exceptions will be communicated by the sponsor to the parents in a separate document. The 15-minute late pick up rule will still apply to these events.

**For sporting events, the 15-minute rule for student athletes will be 15-minutes after the conclusion of their home competitions and 15-minutes from the arrival of the bus at WBO/TMS for away competitions.

Special student events, such as dances or other events, will have specific pick-up times communicated by the school.

Consequence

If the student is not picked up within the 15 minute timeframe, a late fee of \$75.00 will be charged to the student account. Unpaid fees will be turned over to collections at the end of the school year.

Incident D _____ (parent or proxy initial here)

Students that are bused back to their school following dismissal, because no one was home to meet them after school when they were originally scheduled to be dropped off by the bus.

Parent or Proxy Responsibility

Parents or proxies are required to pick up their child at their assigned drop-off location.

Consequence

If the student has to be brought back to the school, a late fee of \$75.00 will be charged to the student account. Unpaid fees will be turned over to collections at the end of the school year.

Under these circumstances school district counsel advises that these actions by parents/guardians could be construed as neglect, and school personnel may be required to file a report with the Department of Children and Family Services.

Your signature on this document indicates you have read and understand district policy with regard to late student pick up. The \$75.00 fee will be applied to your child's account for a second occurrence. Each additional occurrence will result in an additional \$75.00 fee applied to your child's account.

(Please Print) Student's School

Student Name

Parent/Guardian Signature

Date

Staff Signature

Time of late pick-up