

LATE PICK - UP POLICY

All Boys and Girls Club of Assabet Valley members **MUST** be picked up no later than 5:00 p.m. All late pick-up charges are \$5.00 for the first 5 minutes and \$1.00 for every additional minute per child. (no exceptions for traffic, weather, or miscommunication.) Fees should be paid at the time of pickup to the staff members on duty.

After 5:05 p.m. we will be forced to activate our plan of action.

- 1) We will contact all enrolling parents by means of work, cell phone, home etc..
- 2) If parents are not reached we will continue to call all emergency contact numbers.
- 3) At 5:30 p.m. if no one is located, we will call the Maynard Police Department and they will go to your house.

Please make sure all your *emergency contact numbers remain current*, if you have any changes, please notify a Director that a change needs to be made.

You may call the club to inquire if your child has been picked up by the authorized party.

The Boys and Girls Club of Assabet Valley knows that this particular policy has no reflection on the child and would never hold the child responsible for this occurrence.

Please be assured the safety, welfare and needs of the child will be met until such time that your child/children have been picked up.

I have read and understand the **Boys and Girls Club of Assabet Valley** late pick-up penalties and procedure policy.