



Wonderful Wednesday Late Pick-Up Policy

When signing a child up for the program, each parent/guardian signs and returns a copy of the Dismissal Authorization Form stating that they are aware that their child needs to be picked up or walk home by 5:15 pm at the latest. This time is set in order to be courteous to our volunteers and staff that have commitments after Wonderful Wednesday.

If the parent/guardian arrives after 5:15 pm., it will be considered a first offence. The parent/guardian will be given a verbal confirmation that they are aware of the late pick-up policy. It will be marked on the child's information sheet that a first offence has occurred, and a copy of the pick-up policy will be given to the parent/guardian.

The following charges will begin accruing after 5:20 pm:

- The second offence will result in a \$1.00 per minute charge.
- The third offence will result in a \$2.00 per minute charge.
- The fourth offence will result in a \$2.00 per minute charge, as well as attending a meeting with the director to plan on how to eliminate late pick-ups and to determine whether their child(ren) will continue with the program.

Note that any late pick-up offences will count toward the parent that initially signed the child up for the program, even if it is due to lateness of someone else on the pick-up list.

Additionally, we understand that occasionally it is unavoidable to be late, and individual cases will be dealt with on an individual basis. In these cases, a phone call is greatly appreciated. Please do not hesitate to call. It is always good to be able to tell the child(ren) that their parent/guardian was delayed and will be here momentarily.

If we have not heard from the parent by 5:15 pm., we will try and contact them. If we are unable to make contact with them (or anyone else on their emergency contact/authorized pick-up list) by 5:45 pm., the police will be contacted for their assistance in finding the parent. At that point, Community UMC, the Wonderful Wednesdays Director, and/or Law Enforcement Agencies have full discretion as to what the outcome with the child(ren) should be. A possible solution could be having the child(ren) remain with or be taken by the Law Enforcement Agency.

Please make sure that we have updated contact information on file. This will make things easier should a situation ever arise that the parent needs to be contacted about, such as illness, an accident, or a disciplinary problem.