

Pick-up Policy:

Southborough Extended Day Program closes promptly at **6:00 PM** each day. Please plan your commute and pick up schedule to ensure that you are able to pick up your child by this time. The Southborough Public Schools are separated by grade level and it is important to realize that if you have children at multiple schools, it can take as long as 15 minutes to get from one school to another. With this in mind please make arrangements to arrive at your **final pick up destination** by **5:55 PM** to pick up your child/children and their belongings.

If a **5:55PM** arrival is unlikely (weather, traffic, etc.), **you must contact us** at:

Finn Extended Day – 508-481-9354*

Woodward Extended Day – 508-481-4701*

Nearby Extended Day - 508-480-8214*

*Make these numbers a favorite in your phone

After receiving your call, a staff member will speak with your child/children about your delay.

By 6:00 PM, children are fatigued after a long day. Additionally, children can become anxious when they are the only child remaining, and all other kids have left. Also, SEDP staff gives their best to your children each day. However, they also have responsibilities and personal commitments and need to know they can end their day reliably at 6:00 PM.

Some helpful tips:

- When a 6:00PM arrival is unlikely **YOU MUST CONTACT SEDP.**
- SEDP families should create a contingency plan for those rare emergencies when a 6:00PM pickup is unlikely.
- SEDP families should list **a Southborough Contact** to pick up in case they are not able to. For Example, grandparent, aunt, babysitter, parents of another child in the program.
- If you have not been in contact with SEDP by **6:05PM**, SEDP Staff will attempt to reach a parent by phone.
- If you have not been in contact with SEDP by **6:15PM** or the SEDP Staff have been unable to reach you, an emergency contact person (the person/people you identified as emergency contact(s)) will be called.
- If we are unable to reach an emergency contact and/or the SEDP Staff have not heard from you, we will attempt to reach a parent **ONE FINAL TIME** at **6:30 PM.**
- At **6:45 PM**, the **Southborough Police Department** will be called to resolve the situation and for **custody**. Should you need to contact the Southborough Police Department to pick up your child/children from police custody, the non-emergency number is 508-485-2147.
- **SEDP staff is not permitted to transport your child/children home.**

***Enrichment Parents are subject to the same late pick-up procedures as stated above and the same late pick-up fee structure as stated below.**

*Enrichment Families pick up their child directly from Extended Day between 2:40 and 2:50 pm

Late Pick Up/Additional Fees Structure:

We do understand that every now and then a circumstance may arise that is beyond your control, making you late to pick up your child. Should you be late the following will happen:

1st time late for the school year – late pick-up will be documented but fee will be waived.

*Parents will be required to sign late pick-up slip

2nd through 4th times late for the school year:

***Enrichment:**

A \$10 late fee will be assessed for the first 5 minutes between 2:50PM and 2:55PM

From 2:55PM-3:10PM an additional \$1.00 per minute fee will be assessed.

After 3:10PM the late fee will be increased to \$5.00 each additional minute.

***After School:**

A \$10 late fee will be assessed for the first 5 minutes between 6:00PM and 6:05PM

From 6:05PM-6:15PM an additional \$1.00 per minute fee will be assessed.

After 6:15PM the late fee will be increased to \$5.00 each additional minute.

*Parents will be required to sign late pick-up slip and will be given a copy of the pick-up policy as a reminder of the policies and fees

**** If you have children at multiple schools and you are on time for one and late for the other, this will also count as one late day and you will be charged accordingly at the late school. However, if you are late to both on the same day, you will be charged at both locations but this will count as one late day for the family.

5th through 9th times late for the school year:

The late fee listed for the 2nd through 4th times late **will be DOUBLED.**

*Parents will be required to sign late pick-up slip and a warning letter will be sent from the Executive Director and the Business Manager informing families that in now approaching the limit and risk being dismissed from the program

10th time late for the school year:

Once your family has reached a total of 10 late picks for the school year your child/children will be dismissed from the program for the remainder of the academic year including summer camp and will be permitted to re-enroll in the fall based on availability.

*Should you fail to contact SEDP by **6:05PM** and a staff member needs to contact you, a **\$10.00 contact fee will be imposed.**

*Late Fees will be recorded on the following months tuition bill, if incurred before the bill is sent. Otherwise they will be recorded on the following month's tuition bill. If the late fees are not paid within the billing cycle then they will be double on the next month. If doubled late fees are not paid within the billing cycle for the first tuition bill on which they appear, the parents/guardians will be required to meet with the Executive Director and their child/children may be suspended from the program.

For example, if you incur late fees during the month of March, and those fees are recorded on your April tuition they will be due April 1st. If the late fees are not paid by April 1st, they will be doubled on your May tuition bill. The doubled late fees are not paid by May 1st, the parents/guardians will be required to meet with the Executive Director and their child/children may be suspended from the program.