

# MCCS AFTER SCHOOL PROGRAM LATE FEE/ PICKUP POLICIES & PROCEDURES

We are thrilled to be getting our After School Program up and running for the 2023-2024 school year and all of the fun and opportunity it will bring to staff and students here at MCCS.

To prioritize the safety of both staff and students, it is imperative that students are picked up by an approved adult from MCCS *before or by 5:30pm.*

To set this precedent, THE MCCS ASP mandates that *any* student picked up after *5:30pm* be assessed a late fee to the extent allowed by law.

Please also note, If tardiness at the time of pickup is a chronic issue, your student may be ineligible to continue the program. Please plan accordingly and *model respect* for others' time.

## LATE FEE

Anytime your student is picked up late, a late fee will be assessed.

Your student will be considered late at *5:31pm.*

**[ Baseline Fee ]** At 5:31, *you will be charged \$25*

**[ Per Minute ]** After 5:31, *you will be charged your baseline fee PLUS \$5/Minute*

*For example: If your student is picked up at 5:34 your fee would be \$40*

*(25 baseline + 3 minutes =15)*

## EMERGENCY

The MCCS staff and ASP are people and understand that emergencies do happen.

Each family is entitled to ONE (1) emergency late pick up per year.

If your pickup for your student is running late because of an EMERGENCY please contact the ASP Director and arrangements will be made to accommodate the situation.

*MCCS reserves the right to waive late fees as may be required by law or for other extraordinary circumstances in the sole discretion of MCCS.*

## PHOTO ID REQUIREMENT

To further prioritize the safety of our students and staff, those who pick up students from the after school program must meet 2 requirements in order for your student to be released:

- (1) They must be on the approved list for pickup\*
- (2) They must present to an ASP staff person a current photo ID that matches the name of the person on the list.

\* you may change and add to this list at any time. You can do so by reaching out to the ASP Director or the MCCS office to make these changes, but note that this MUST be completed no less than 24 hours prior to pick up.

By signing below you acknowledge that you have read and agree to the terms and conditions and will adhere to policies and procedures set forth in this document.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_