

## **My Chinese TreeHouse Late Pick-up Policy**

**My Chinese TreeHouse** is aware that emergencies and unplanned events can occur at the most inopportune times, HOWEVER:

- The MCTH teachers or staff are unable to supervise the children once the the program has finished for the day and we cannot leave children unattended. You are expected to arrive promptly at the end of class to pick up your child(ren).
- MCTH students must be picked up by a parent, guardian or authorized representative by 6:00 pm.
- If a parent, guardian or authorized representative does not meet this deadline, an additional late pick-up charge of \$15.00 will be billed to the child(ren)'s parents or guardians.
- More than three occurrences in one (1) cycle – four weeks, or more than five (5) occurrences in one year may be cause for dismissal from **My Chinese TreeHouse**
- The MCTH after-school program operates from the time of pick-up at the E.E. Waddell Academy parking lot at at the 3:15 PM Bell until 6:00 PM.
- MCTH students CANNOT remain in the library after 6:15 pm as individual tutoring starts at this time and there will be no adult to supervise them.
- Anyone picking up a child who is not on the child’s pick-up authorization list will need to be approved through written authorization or a direct phone call from the parent/ guardian before the child may leave the MCTH location.
- Permanent changes to the pick-up list need to be done in writing and submitted to MCTH director.
- By State Law children under the age of **16** may not pick-up other children.
- Anyone picking up a student must be prepared to show picture identification.

Today's Date: \_\_\_\_ / \_\_\_\_ / 20\_\_

Name of Student(s)	
Parent or Guardian (please print)	
Parent or Guardian signature	
My Chinese TreeHouse Director	

**\*\* Please Note:** Individual meetings with the director or staff occurring after 6:00 PM, need to be scheduled no later than 24 hours prior to the meeting. We greatly encourage meeting with the director or staff, at least 15 minutes before the program ends; The child/ren of the parent who is in the meeting must remain quiet, right outside of the MCTH classroom and cannot wander, play or go to any other area of the library while the meeting is in progress.

**LIBRARY RULES APPLY AT ALL TIMES.**

( PLEASE PRINT, FILL IN, SIGN AND BRING TO AFTER-SCHOOL )