



Troy 30-C District Office

Troy CCSD 30-C
Together we learn, grow, and achieve!

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Parent/Guardian Late Student Pick-Up Policy

Troy 30-C school buildings are not equipped to handle extended student illness or provide after school daycare. Troy 30-C has established the following policy regarding the responsibility for picking up students from school outside of the regular pick-up and drop-off times.

Below is an outline of the specific times for picking up students as well as specific consequences for each pick-up incident. The district will excuse one late pick-up regardless of the incident type.

Incident A _____(parent or guardian initial here)

Students that are ill that are left at school and have not been picked up by parents/guardians.

- Parents/guardians are required to pick up their child 60 minutes following notification from the school.
- If the student is not picked up within the 60 minute time frame, a late fine of \$75.00 will be charged to the student account. Unpaid fines will be turned over to collections at the end of the school year.

Incident B _____(parent or guardian initial here)

Students that are left at school following dismissal and have not been picked up by parents/guardians.

- Parents/guardians are required to pick up their child within 15 minutes following dismissal. Times are outlined below as stated in the Student/Parent Handbook.
- If the student is not picked up within the 15 minutes time frame, a late fine of \$75.00 will be charged to the student account. Unpaid fines will be turned over to collections at the end of the school year.

School	Dismissal Time	Late Pick Up Limit
AM Preschool	11:05 AM	11:20 AM
Elementary School, PM and All Day Preschool Regular Day	3:05 PM	3:20 PM
Elementary School and All Day Preschool SIP Day	11:50 AM	12:05 PM
WBO/TMS Regular Day	2:20 PM	2:35 PM
WBO/TMS SIP Day	11:05 AM	11:20 AM

Incident C _____(parent or guardian initial here)

Students that are left at school following regular after school activities (i.e., clubs/practices) or extracurricular events and have not been picked up by parents/guardians.

- Parents or guardians are required to pick up their child 15 minutes following dismissal of the activity or event.
- For sporting events, the 15 minute rule for student athletes will be 15 minutes after the conclusion of their home competitions and 15 minutes from the arrival of the bus to Troy 30-C campus for away competitions.
- Special student events, such as dances or other events, will have specific pick up times communicated by the school.
- If the student is not picked up within the 15 minutes time frame, a late fine of \$75.00 will be charged to the student account. Unpaid fines will be turned over to collections at the end of the school year.

Incident D _____(parent or guardian initial here)

Students that are bused back to their school following dismissal, because no one was home to meet them after school when they were originally scheduled to be dropped off by the bus.

- Parents or guardians are required to pick up their child at their assigned drop off location.
- If the student has to be brought back to the school, a late fine of \$75.00 will be charged to the student account. Unpaid fines will be turned over to collections at the end of the school year.

Under these circumstances school district counsel advises that these actions by parents/guardians could be construed as neglect, and school personnel may be required to file a report with the Department of Children and Family Services.

Your signature on this document indicates you have read and understand district policy with regard to late student pick up. The \$75.00 fine will be applied to your child's account for a second occurrence. Each additional occurrence will result in an additional \$75.00 fine applied to your child's account.

School:	Student Name:
Parent/Guardian Signature:	Date:
Staff Signature:	Time of late pick up:

First date: <i>(fine waived)</i>	Future dates past the initial date are charged to the student account. Dates:
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