



Alice Terry Elementary School

4485 S. Irving St.
Sheridan, CO 80110

Alice Terry Elementary's Late Pick-Up Procedures and Fees

Alice Terry Elementary's school hours are Mondays 8:00 am- 2:20 pm and Tuesdays-Fridays 8:00 am-3:25 pm. All children are expected to be picked up by a parent/legal guardian or authorized person(s) by **2:35 pm on Mondays and 3:40 pm Tuesday-Fridays.**

If you know you are running late, please contact the main office prior the school's dismissal time (Mondays 2:20 pm and Tuesdays-Fridays 3:25 pm) or as soon as possible.

If a parent **has not** called prior to 3:40, the office will follow the contact protocol below:

- 1) Parent/Legal Guardian will be called
 - 2) If the Parent/Legal Guardian cannot be reached, we will call the child's authorized emergency contacts. We will continue to attempt to call the Parent/Legal Guardian and/or emergency contacts until 4:00 pm
 - 3) If by 4:00 pm, we still are not able to reach anyone, we will call the Sheridan Police Department and/or Child Protective Services
- Upon pick up, parent/legal guardian (or other pick up person) must sign out child with the office with the accurate time of pick up. Pick up time is determined by the school's clock setting.
 - Late fees will then be added to the student's account if applicable (see late pick-up fee procedures and fees)

Late Pick-Up Procedures and Fees:

Parent/Legal Guardian will be given **3 formal warnings** prior to be charged with late pick up fees (two verbal and one written). After that the following fees will be applied to student's account:

- 1) First 5 mins (after 3:40), automatic \$10.00 late fee will be charged
- 2) After first 5 mins, a \$1.00 per minute late fee will be charged

Example #1: If child is picked up two minutes late (3:42) on a Tuesday, it is a flat \$10.00. (Same policy goes for after 2:35 on Mondays).

Example #2: If child is picked up at 3:54 on Friday, the charge is \$10.00 for the first 5 minutes and then \$9 for the additional 9 minutes. Total fee charge would be \$19. (Same policy goes for after 2:35 on Mondays).

- After the 3 formal warnings are given, there will be a no exceptions policy for fees. If a parent/guardian/authorized pick up person is late for whatever reason (ex. Flat tire, heavy traffic, weather conditions, etc.) a late charge will be issued. A "no exceptions" policy at that point allows us to apply the late policy to everyone consistently and fairly.



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- All late fees must be paid in **cash** prior to the end of the school year. If not paid by the last day of school, all debts will then be sent to collections for reimbursement and additional interest fees will apply.
- If you are **open enrolled** with the Sheridan School District, unpaid late pick up fees will be used in the criteria upon deciding if you will be accepted for enrollment in the next school year.

Please understand that the safety and security of each and every student at Alice Terry Elementary is of the utmost priority to all of our staff. Our hope is all families have a clear plan for student pick up each every day, as well as a backup plan for days when on-time pick up is going to be a challenge.

As always, we are more than happy to work with you in order to ensure your student is safe and successful at Alice Terry Elementary; please communicate directly with the office or with me if you need to discuss anything related to picking up or dropping off your student on time.

Thank you,

Diego J. Romero Ed.S.
Principal