



# NORTHSTAR

## LATE PICK-UP NOTICE

NorthStar Parent/Guardian,

Student safety is one of our highest priorities at NorthStar. Therefore, we make every effort to ensure that all students are under appropriate supervision until they are returned to you at the end of the evening session. For that reason, we are concerned when any student is still here after our 7:00 P.M. dismissal because he has not been picked up by an adult.

NorthStar is not able to provide supervision for students past 7pm, during the summer.

When a child is not picked up by 7:00 pm, the parent/guardian will be responsible for the following before the student can return to NorthStar:

- A. They will need to pay a **Late Pick-Up Fee** (*Late Fees begin at 7:00pm - \$20.00 fee; 7:30pm - \$40.00 fee*). *After 7:30pm if a parent/ guardian has not been reached, we will notify emergency personnel.*
- B. The student's name will be removed from the transportation and daily attendance list, and he will not be allowed to return until the fee is paid.
- C. All unpaid fees (registration or athletic) will need to be paid before the student is allowed to return.
- D. If there have been multiple instances of late picks up for the same student, a conference may be requested for the student to return.

Please note that students can only be released to parents and individuals listed on their PowerSchool Authorized Pick-ups, or verbally authorized in case of an emergency. Thank you for your help with this matter.

Respectfully,

NorthStar Program Leadership

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number Called: \_\_\_\_\_

Time Student Phoned home: \_\_\_\_\_

Time Student Picked Up: \_\_\_\_\_