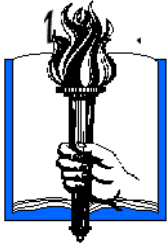


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Late Pick Up	Descriptor No: AD STU 43	Effective Date: 09/27/19
	Revised:	

Upon enrollment, each school shall ensure that details of the child i.e. date of birth, address, address of both parents, parent contact information, who has parental responsibility for the child, emergency contacts etc. are obtained. Parents are reminded, on a regular basis, to inform the school of changes to any of these details.

Children not being picked up on time is time consuming for the school and can be upsetting for the child, but in most cases the child is picked, albeit late, from school. There will be the occasions when parent(s)/guardian(s) fail to pick up a child due to an accident, illness or other emergency, which will result in the child not being able to go home immediately at the end of the day. The child may be able to indicate if something out of the ordinary has happened at home (e.g. parental illness or absence). On these occasions, it is important that a procedure is available that will enable the child to be looked after in a safe and welcoming environment.

When children are picked up late from school on a regular basis, then the school may make a referral to the Department of Children’s Services (DCS). The matter should also be followed up with the parent(s)/guardian(s) by sending the attached letter to the parent(s)/guardian(s).

In dealing with any situation in which a child is not picked up from school on time, it is important to minimize distress to the child and for him or her to remain in familiar surroundings and/or with familiar people for as long as possible.

Children Not Picked Up From School /Not Met at Bus Stop

This procedure should be followed when a child has not been picked up from school at the end of the day or is not met at the bus stop and is returned to the school and contact with the parent(s)/guardian(s) or the emergency contact person(s) for the child has been unsuccessful.

Procedure for Schools:

1. If a child has not been picked up, the school should make every possible attempt to contact the parent(s)/guardian(s). Initial attempt to contact parent(s)/guardian(s) should be made when 15 minutes have elapsed after school dismissal has ended (i.e. last students have left).
2. On some occasions another parent may offer to take a child home with them. **DO NOT** release a child into the care of another adult without the consent of the parent(s)/guardian(s). Members of

staff SHALL NOT take, or drive, children to their destination without permission from the parent(s) and Director of Schools.

2. After 30 minutes have elapsed, attempt to contact all emergency numbers supplied by the family.
3. If contact is made and the child will be picked up within a reasonable time, remain at the school with the child until he or she is picked up.
4. If no contact has been made and no one has arrived to collect the child one hour or longer after school dismissal has ended and keeping the child at the school is no longer feasible and the school suspects neglect, then the school should contact DCS at [Insert DCS number].

In situations where neglect is not suspected (e.g. possible illness, accident, emergency, etc.), the school should contact its SSEO or the Murfreesboro Police Department.

4. DCS or law enforcement should make arrangements for the child until the parent(s)/guardian(s) can be traced. Please wait with the child in school until DCS or law enforcement arrives.
5. A child should never be sent to an after-school club/ESP (unless arrangements have previously been made with all parties and the child is properly enrolled) if the parent(s)/guardian(s) has not arrived.
6. This procedure can also be implemented in the following circumstances:
 - Where a parent does not arrive to collect the child and no contact can be made because the telephone numbers (including any emergency numbers) provided by the parent(s)/guardian(s) have been cut off or are unobtainable.
 - Where the person calling to pick up the child is not considered an appropriate adult, e.g. is under age, appears intoxicated, not listed on the pickup list and it has not been possible to contact the parent(s)/guardian(s) or the emergency contact.
7. Once the child is in the care of DCS or law enforcement, they will take the responsibility for tracing the parent(s)/guardian(s).

[DATE]

[Parent Name]

[Address]

Re: Late Pickup

Dear [Parent name]

This letter serves as a reminder that the dismissal time at [INSERT SCHOOL] is at [INSERT DISMISSAL TIME]. Parents are expected to pick up children on time, and all students should be picked up no later than 15 minutes after dismissal. Please respect the time and obligations of the school's staff by arriving on time to pick-up your child. If you are unable to timely pick up your child at dismissal, please consider using the school's transportation or enrolling your student in the Extended School Program.

We understand there are unplanned circumstances that can hinder timely pick up; however, please make every effort to arrive on time. If you know you will be late for pick up, please communicate the circumstances to the office staff prior to dismissal and let them know your estimated arrival time or make other arrangements for your child.

If we are unable to reach you or an emergency contact to pick up your child, [INSERT SCHOOL] has the right to call other agencies such as the Department of Children's Services (DCS) or Murfreesboro Police Department (MPD), when we feel that a student has been negligently left in our care after dismissal. Thus, please ensure that your contact information is accurate and up-to-date in Skyward and that you communicate any unplanned circumstances with the office.

Your understanding, cooperation, and effort are greatly appreciated.

Respectfully,

Principal