

LATE PICK-UP

In the event a child's authorized bus, parent or other person authorized by the parent fails to pick up the child at the time of the school's closing, the following steps will take place:

1. The child will be supervised at all times by the HollyDELL staff. A nurse will remain in the building until the child has left the school premises.
2. The Executive Director, Social Worker or designee will make every effort to contact the parent(s) or authorized emergency person(s).
3. The Division of Children and Families will be notified within a reasonable amount of time if the HollyDELL staff has exhausted all other remedies. The Division's 24-hour hotline number is 1-800-792-8610.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____