Late pick up policy

September 10, 2023

The Ivy Academy
Document Sender : Amy Hitchinson

verified by approveme

Late pick up policy

At pick up time, if you are going to be detained, please notify the school immediately so that we can reassure your child.

If we do not receive a phone call from the parent/guardian by the agreed upon pick up time, we will try to contact parents and emergency contacts listed on the child's information card. After 15 minutes we will try again to contact parents and emergency contacts. Please remember that late fees will be expected to be paid on the day of the late pick up. If we have not been able to get in touch with anyone listed on the child's enrollment forms, we will notify the police and ask them to come to the center and help us in locating the parents and emergency contacts which may include a visit to the house of the child to see if everything is alright. We will also ask if they can find out if any accidents occurred involving the parents and if hospitals could be contacted.

While we are trying to locate the parents and/or emergency contacts, we will make sure that the child is safe and comfortable. We will not involve any discussions that might make them afraid. We will advocate on behalf of the child in the case of the local authorities regarding child neglect and abandonment.

Children who are picked up after 6:01 p.m. will be charged $1 per child, per minute.

It is of utmost importance that all numbers listed on the card are in service and up to date at all times. It is also important that we be able to speak to a person regarding the child's wellbeing and not an answering machine.

By signing below I agree to follow the guidelines listed above.

X

Signature Certificate

Document name: Late pick up policy

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Timestamp	Audit
June 11, 2019 4:29 pm CST	Late pick up policy Uploaded by Amy Hitchinson - ahitchinson@theivyacademy.org IP 77.99.32.61
June 11, 2019 4:43 pm CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.231.184
June 11, 2019 4:43 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.231.184
June 11, 2019 4:43 pm CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.231.184
December 13, 2019 5:38 pm CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 13, 2019 5:38 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 13, 2019 5:38 pm CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 13, 2019 5:38 pm CST	Jeanette Mihalec - jmihalec@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 16, 2019 8:33 pm CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 16, 2019 8:33 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 16, 2019 8:33 pm CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 16, 2019 8:33 pm CST	Jeanette Mihalec - jmihalec@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 17, 2019 6:02 am CST	Document owner ahitchinson@theivyacademy.org has handed over this document to dilrajahdan@gmail.com 2019-12-17 06:02:20 - 86.21.181.23
December 17, 2019 6:12 am CST	Document owner dilrajahdan@gmail.com has handed over this document to ahitchinson@theivyacademy.org 2019-12-17 06:12:20 - 86.21.181.23
December 17, 2019 7:58 am CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 17, 2019 7:58 am CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23

December 17, 2019 7:58 am CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 17, 2019 7:58 am CST	Jeanette Mihalec - jmihalec@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 17, 2019 7:58 am CST	Amy Hitchinson - ahitchinson@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
December 17, 2019 5:02 pm CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 213.205.194.140
December 17, 2019 5:02 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 213.205.194.140
December 17, 2019 5:02 pm CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 213.205.194.140
December 17, 2019 5:02 pm CST	Jeanette Mihalec - jmihalec@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 213.205.194.140
April 30, 2020 7:34 pm CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
April 30, 2020 7:34 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
April 30, 2020 7:34 pm CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
April 30, 2020 7:34 pm CST	Jeanette Mihalec - jmihalec@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
April 30, 2020 7:34 pm CST	Reception Team - reception@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
February 14, 2021 4:21 pm CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 14, 2021 4:21 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 14, 2021 4:21 pm CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 14, 2021 4:21 pm CST	Reception Team - reception@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 18, 2021 8:54 am CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 18, 2021 8:54 am CST	Reception Team - reception@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61

February 18, 2021 8:54 am CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 18, 2021 8:54 am CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 22, 2021 10:23 am CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 68.98.116.57
February 22, 2021 10:24 am CST	Reception Team - reception@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 68.98.116.57
February 22, 2021 10:24 am CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 68.98.116.57
February 22, 2021 10:24 am CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 68.98.116.57
February 22, 2021 10:24 am CST	Becca ApproveMe - becca.chromey@approveme.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 68.98.116.57
February 27, 2021 9:03 am CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:03 am CST	Reception Team - reception@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:03 am CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:03 am CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:03 am CST	Dil Test - dilraj.ahdan@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:28 am CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:28 am CST	Reception Team - reception@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:28 am CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:28 am CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:28 am CST	Dil Test - harpreet.dhanjal24@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:32 am CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61

February 27, 2021 9:32 am CST	Reception Team - reception@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:32 am CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 11:40 am CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 11:40 am CST	Reception Team - reception@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 11:40 am CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 11:40 am CST	Dil Ivy - dahdan@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 12:08 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 12:08 pm CST	Reception Team - Reception@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 12:09 pm CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 12:09 pm CST	Dil Ivy - dahdan@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 12:26 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 12:26 pm CST	Reception Team - Reception@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 12:26 pm CST	Dil Ahdan - ivyenrollment@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 12:26 pm CST	Dil Ivy - dahdan@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 12:31 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 12:31 pm CST	Reception Team - Reception@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 12:31 pm CST	Dil Ahdan - ivyenrollment@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
May 18, 2021 5:42 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - theivyacademy@ymail.com as a CC'd Recipient Ip: 77.99.32.61

May 18, 2021 5:42 pm CST	Reception Team - Reception@theivyacademy.org added by Amy Hitchinson - theivyacademy@ymail.com as a CC'd Recipient Ip: 77.99.32.61
May 18, 2021 5:42 pm CST	Dil Ahdan - ivyenrollment@1da.co added by Amy Hitchinson - theivyacademy@ymail.com as a CC'd Recipient Ip: 77.99.32.61
May 27, 2021 5:17 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - theivyacademy@ymail.com as a CC'd Recipient Ip: 77.99.32.61
May 27, 2021 5:17 pm CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - theivyacademy@ymail.com as a CC'd Recipient Ip: 77.99.32.61
May 27, 2021 5:17 pm CST	Dil Ahdan - ivyenrollment@1da.co added by Amy Hitchinson - theivyacademy@ymail.com as a CC'd Recipient Ip: 77.99.32.61
August 25, 2021 5:20 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - theivyacademy@ymail.com as a CC'd Recipient Ip: 77.99.32.61
August 25, 2021 5:20 pm CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - theivyacademy@ymail.com as a CC'd Recipient Ip: 77.99.32.61
August 25, 2021 5:20 pm CST	Dil Ahdan - ivyenrollment@1da.co added by Amy Hitchinson - theivyacademy@ymail.com as a CC'd Recipient Ip: 77.99.32.61
August 25, 2021 5:20 pm CST	Danielle Galvan - dgalvan@theivyacademy.org added by Amy Hitchinson - theivyacademy@ymail.com as a CC'd Recipient Ip: 77.99.32.61
September 20, 2022 5:32 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 18.217.59.22
September 20, 2022 5:32 pm CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 18.217.59.22
September 20, 2022 5:32 pm CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 18.217.59.22
September 20, 2022 5:32 pm CST	Danielle Galvan - dgalvan@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 18.217.59.22
September 1, 2023 11:00 am CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
September 1, 2023 11:00 am CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
September 1, 2023 11:00 am CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
September 1, 2023 11:00 am CST	Jessica Rogers - jemerson@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
September 10, 2023 5:38 pm CST	Lorena Delgado - ldelgado@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61

September 10, 2023 5:38 pm CST	Amy Hitchinson - theivyacademy@ymail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
September 10, 2023 5:38 pm CST	Dil Ahdan - dil@1da.co added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
September 10, 2023 5:38 pm CST	Jessica Rogers - jemerson@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
September 10, 2023 5:38 pm CST	Karina Cortez - kcortez@theivyacademy.org added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61