



Late pick up policy

September 10, 2023

The Ivy Academy
Document Sender : Amy Hitchinson



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

Unique Document ID: CDD67AF33505537F47FA165E86240B16EF92A8D

LEGALLY SIGNED USING
WPSignature
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Timestamp

Audit

June 11, 2019 4:29 pm CDT

Late pick up policy Uploaded by Amy Hitchinson - ahitchinson@theivyacademy.org IP 77.99.32.61

June 11, 2019 4:43 pm CDT

Amy Hitchinson - theivyacademy@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.231.184

June 11, 2019 4:43 pm CDT

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 CDT

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 CDT

Amy Hitchinson - theivyacademy@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23

December 13, 2019 5:38 pm CDT

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 CDT

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 CDT

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 CDT

Amy Hitchinson - theivyacademy@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23

December 16, 2019 8:33 pm CDT

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 CDT

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 CDT

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 CDT

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 CDT

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 CDT

Amy Hitchinson - theivyacademy@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23

December 17, 2019 7:58 am CDT

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 CDT	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 CDT	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 CDT	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 CDT	Amy Hitchinson - theivyacademy@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 213.205.194.140
December 17, 2019 5:02 pm CDT	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 CDT	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 CDT	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 CDT	Amy Hitchinson - theivyacademy@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 86.21.181.23
April 30, 2020 7:34 pm CDT	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 CDT	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 CDT	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 CDT	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 CDT	Amy Hitchinson - theivyacademy@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 14, 2021 4:21 pm CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	Amy Hitchinson - theivyacademy@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 18, 2021 8:54 am CDT	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 CDT	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 CDT	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 CDT	Amy Hitchinson - theivyacademy@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 68.98.116.57
February 22, 2021 10:24 am CDT	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 CDT	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 CDT	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 CDT	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 CDT	Amy Hitchinson - theivyacademy@gmail.com added by Amy Hitchinson - ahitchinson@theivyacademy.org as a CC'd Recipient Ip: 77.99.32.61
February 27, 2021 9:03 am CDT	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 CDT	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 CDT	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 CDT	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 CDT	Amy Hitchinson - theivyacademy@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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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 CDT	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
CDT

Amy Hitchinson - theivyacademy@gmail.com added by
Amy Hitchinson - ahitchinson@theivyacademy.org as a
CC'd Recipient Ip: 77.99.32.61

September 10, 2023 5:38 pm
CDT

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
CDT

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
CDT

Karina Cortez - kcortez@theivyacademy.org added by
Amy Hitchinson - ahitchinson@theivyacademy.org as a
CC'd Recipient Ip: 77.99.32.61



This audit trail report provides a detailed record of the
online activity and events recorded for this contract.

Page 8 of 8