



PICK-UP POLICY

All parents/guardians understand that they must provide transportation for their child(ren). All parents/guardians of students are expected to make arrangements to pick up their children on-time after school. It is the position of EKA that if a student is dismissed earlier than the end of the day, no learning can take place. The educational experiences lost during an absence are irretrievable as the interaction in the advisory can seldom be duplicated through make up work. Therefore, families acknowledge that early release of students is at the discretion of the school.

BEFORE THE END OF THE SCHOOL DAY

Students will only be released during a school day to a parent or guardian. If the parent or guardian wants the student to be picked up by someone other than the parent or guardian, they must submit to the front office, a signed notification of their intent, including the full name of the person being given permission to pick up the student. Students will not be released to persons on the Emergency contact list unless the office has received a signed notification from the parent or guardian. Additional identification verification may be required. Since early dismissal is a disruption to student learning, and should be kept to a minimum, a general statement for early dismissal will not be accepted by the school. Notification must be given each time a student needs to be dismissed early to someone other than the parent or guardian.

AT THE END OF THE SCHOOL DAY

Students are to be picked up promptly from school. Parents/Guardians and those permitted to pick up students from school, are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time.

Elementary school dismissal is at **3:00pm** using EKA's valet system.

Students who remain on campus after dismissal and who are not registered for any after school club, will automatically be taken to the EKA Safekey Program and if your child is already enrolled in the program you will be charged the standard daily rate. If your student is not already enrolled in the program, please see below.

If you know you are going to be late picking up your child, please make arrangements for someone else to pick up your child. Be sure to call the school as soon as possible to report who will be picking up your child. The designated person will need to be listed on the emergency contact information form and show a valid ID to the office before your student will be released. The telephone number for the school office is (702) 870-5032.

Anyone picking up a child who is not listed on the child's emergency contact information form will need to be approved through written authorization (via fax or email) from the parent/guardian with a copy of their ID before the child may leave school grounds. Authorization must include the name of

the person picking up your student for the specified date. Permanent changes to the emergency contact information form must be done in writing. No one under the age of 18, including siblings, may pick-up elementary students.

We understand that occasionally caregivers may encounter emergencies beyond their control that may delay pick-up. However, when a pattern of late pickups develops, EKA has established the following “three strikes” policy.

LATE STUDENTS NOT ENROLLED IN EKA SAFEKEY

IF a Student(s) is/are Not Picked Up the 1st Time –

- Students who are not registered for the EKA Safekey program *and* who are not picked up at the end of the school day will be taken to the school office. Office staff will attempt to reach the parent/guardian, as well as emergency contacts **ONLY**, to arrange for student pick up. Office staff will note the contact attempts on the Authorization to Release form.
- If Explore Knowledge Academy cannot reach the parent/guardian or emergency contacts, the student will be taken to Safekey at the school site.
- The school will meet with the parent/guardian to ensure adequate arrangements have been made for the student’s future after school care. If the student is taken to Safekey, the parent/guardian will be required to pay a LATE FEE to Explore Knowledge Academy of \$15.00.

IF a Student(s) is/are Not Picked Up the 2nd Time-

- Students who are not registered for the EKA Safekey program *and* who are not picked up at the end of the school day will be taken to the Front Office. Office staff will attempt to reach the parent/guardian, as well as emergency contacts, to arrange for student pick up. Office staff will note the contact attempts on the Authorization to Release.
- If Explore Knowledge Academy cannot reach the parent/guardian or emergency contacts, the student will be taken to Safekey at the school site.
- Explore Knowledge Academy will again require a parent conference to discuss the situation and ensure adequate arrangements have been made for the student’s future after school care needs.
- If the student is taken to Safekey, the parent/guardian will be required to pay a LATE FEE to Explore Knowledge Academy of \$15.00.

IF a Student(s) is/are Not Picked Up the 3rd Time / LATE PICK UP ABUSE-

- Office staff will attempt to reach the parent/guardian, as well as emergency contacts, to arrange for student pick up. Office staff will note the contact attempts of the Authorization to Release and contact Child Haven/Child Protective Services.
- **When EKA notifies Child Haven and Metro Police of a LATE PICK UP ABUSE SITUATION, a Child Abuse/Neglect Report is made.**

- **Students may be referred to the EKA Board of Directors for automatic withdrawal from the school. IT IS YOUR RESPONSIBILITY TO PROVIDE TIMELY TRANSPORTATION FOR YOUR STUDENT BEFORE AND AFTER SCHOOL.**

We also wish to remind all caregivers to please call the school in advance any time they are going to be late, so that arrangements can be made for your child's care. In addition, if your child rides a bus, any changes need to be emailed to bus@ekacademy.org or you must call the front office before 2:00 pm. The telephone number for the school office is (702) 870-5032.

If you expect that you may have difficulty complying with this policy, please note that the school does offer busing to multiple independent after school daycare programs. See after school options below.

Everyone picking up a student must be prepared to show school placard or valid picture identification.

**LATE PICK-UP POLICY
2017 - 2018 SCHOOL YEAR**

Student's Full Name: _____
(Please Print)

I have read and understand the Late Pick-Up Policy for Explore Knowledge Academy and understand that it is my responsibility to provide timely transportation for my student(s).

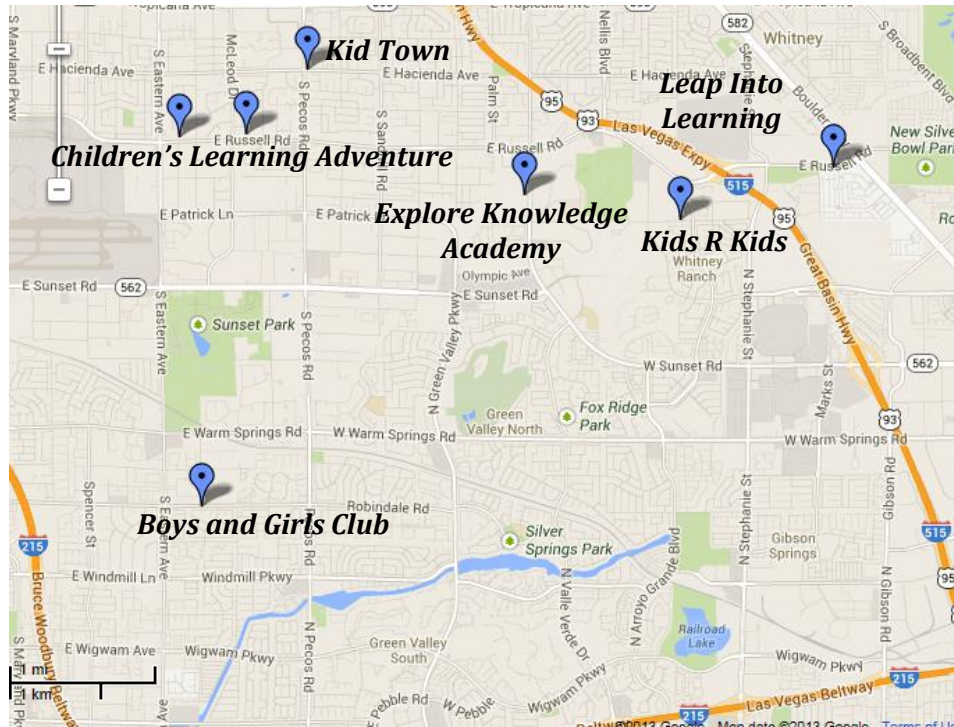
- My student is enrolled in an after school care program: Boys and Girls Club, Children's Learning Adventure, Kids R Kids, Kid Town, Leap into Learning.

- My student is enrolled in EKA's Safekey After School Program.

Parent/Guardian Signature: _____ Date: _____

After School Care Options

Explore Knowledge Academy does not offer its own Before and After extended day care program. As an alternative, there are local facilities offering reduced fee programs for Explore Knowledge Academy parents before, after school and on Mondays. Transportation to and from school are part of the service. Some also offer hot meals and snacks.



Name	Phone	Address	Cross Streets
Boys and Girls Club	(702) 614-8550	2980 Robindale Rd Henderson, NV 89014	Eastern & Robindale
Children's Learning Adventure	(702) 637-4000	2488 E Russell Rd Las Vegas, NV 89120	On Russell Between Eastern & McLeod
Kids R Kids	(702) 547-3555	1640 E Patrick Lane Henderson, NV 89014	On Patrick Lane near Russell & Whitney Ranch
Kid Town	(702) 385-5222	5270 Pecos Rd Las Vegas, NV 89120	Pecos & Hacienda
Leap Into Learning	(702) 256-5327	6395 E Russell Rd Las Vegas, NV 89122	S. Boulder Hwy

**** Please Note: EKA is not affiliated with any of these child care facilities and does not specifically endorse or support any childcare provider. ****