

WASHITA VALLEY COMMUNITY ACTION COUNCIL

HEAD START

PROCEDURES FOR LATE PICK-UP

Late pickup is defined for part day programs as 30 minutes past the end of the Head Start session. Late pickup for full day programs is 10 minutes after the center closes.

Parents/ Guardians are to notify the Head Start center of any situation preventing his/her child from being picked up from school at the designated class dismissal time. The following procedures are to be followed should the parent/guardian fail to notify staff of late pick-up.

1. Head Start staff will call all phone (home, work, and cell) numbers listed by parent/guardian.
2. Emergency contact numbers will be called.
3. Teaching staff will inquire as to the reason for their delay and remind parent/guardian of designated class hours and Head Start policy regarding late pick-up of children; chronic violations can result in the child being dropped from the program.
4. Teaching staff will document date/time of late pick-up and the conversation with parent/guardian.
5. Upon 3 (three) failures by parent/guardian to follow policy regarding late-pick-up, teaching staff will confer with Family Advocate. Relevant information and documentation will be shared. If the Family Advocate has a well-established rapport with the parent, or if it is believed the family has problems (such as lack of reliable transportation) which prevents timely pick-up, then the FA may offer to contact parent/guardian to discuss and assist with solving the problem.
6. If parent/guardian has not notified staff of delay, all emergency contacts have been tried but not successful, and 30 minutes has elapsed since class session has ended or center has closed, teaching staff will notify Center Director and Head Start Director (if available), or Family Services Manager to request permission to report the matter to local police or DHS. All documentation is to be available prior to calling.

NOTE*Staff is to be sensitive to extenuating circumstances and look at each situation on a case by case basis.