



LATE PICK-UP POLICY 2011 – 2012 SCHOOL YEAR

Students should be picked up promptly from school. Parents and those picking 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.

School dismissal on Monday, Tuesday, Thursday and Friday is 3:30pm for all students; dismissal on Wednesday is 2:30pm for all students.

Students who remain on campus more than 15 minutes after dismissal and who are not registered for any after school program will automatically be checked into drop-in care and charged \$25 per day, or any portion thereof. If you believe you will need drop-in service more than twice yearly, it is strongly recommended that you register your child for Prime Time.

All after school programs operate from dismissal to 5:30pm. Late fees of \$5 for the first minute and \$1 per minute thereafter will be charged for any child not picked-up from any program, including drop-in care, by 5:30pm; repeated late pick-up will result in dismissal from a program.

Anyone picking up a child who is not on the child's pick-up authorization list will need to be approved through written authorization or a direct phone call from the parent/ guardian before the child may leave school grounds. Permanent changes to the pick-up list need to be done in writing and submitted to ISL's data department. By State Law children under the age of 16 may not pick-up other children.

Everyone picking up a student must be prepared to show picture identification.

Student's Full Name: _____
(please print)

I have read and understand the Late Pick-Up Policy for the International School of Louisiana.

Parent Signature: _____ Date: _____

If you have any questions or concerns regarding the school's Late Pick-Up Policy, please contact the Principal Melanie Tennyson, at (504)654-1088 or mtennyson@isl-edu.org