

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT
SCHOOL HEALTH PROGRAMS DEPARTMENT
EXPANDED LEARNING**

LATE PICK-UP POLICY

The After School Learning Program operates Monday through Friday, end of school until 6:00 PM. The program has a policy that all students must be picked up no later than 6:00 PM. The program promptly ends at 6:00 PM.

In the event that a student is picked up later than 6:00 PM, they will be given a Late Warning Form. If a student receives three (3) Late Warning Forms, they will be asked to leave the After School Learning Program. This policy will be posted and reviewed with students and parents/guardians.

The first time that a student is picked up late, Site Coordinators will issue Late Warning #1. The second time that the student is picked up late, Late Warning #2 will be issued. Upon receiving the third Late Warning Form, students will be asked to leave the program.

The Late Warning Form is below:

LATE WARNING # _____

As stated in the Late Pick-Up Policy, students will be given a warning when they have been picked up from the After School Learning Program later than 6:00 PM.

Your child, _____, was picked up late from the After School Learning Program on _____. Please remember that the program **promptly** ends at 6:00 PM. If your child receives three (3) Late Warning Forms, s/he will be asked to leave the program.

Thank you for your continued help, understanding, and support!