Sacramento City Unified School District

**CHILD DEVELOPMENT DEPARTMENT**

**Excessive Late Arrival & Late Pick-up Notice**

**Child(ren):**  **Date:**

**School:** ❒AM ❒PM **Teacher:**

**Program: ❒** Infant/Toddler **❒** Head Start **❒** State Preschool **❒** Wrap **❒** Full Day **❒** Pre-K Summer Academy

Dear Parent:

Upon enrollment you were notified of your child’s class time or contract hours. The Parent Handbook you signed included your agreement that you would drop off and pick up your child on time or make other arrangements to have your child picked up. The consequences of repeated late drop-off and/or late pick-up may include:

* Excessive Late Arrival & Late Pick-up Notice
* Verbal and written warning from teacher
* Sporadic Attendance Letter from registration office
* Meeting with teacher and support staff to discuss causes and solutions for tardies and late pick-up
* Possible amendment of contract or exclusion from program

We realize emergencies occur that cannot be avoided and that is why we allow two late arrivals/pick-ups before you risk losing your child’s participation in our programs. You must always have someone listed on your Emergency Card to be on “standby” for just such occasions.

If you are interested in your child remaining in the program, we must have a strong commitment on your behalf to bring your child to school on a regular basis. Please know that we are firmly committed to helping you in your efforts to meet this very important attendance requirement.

Parent Acknowledgement Signature: Date:

 **Distribution: White** – Child’s Classroom File **Yellow** – Parent **Pink** – Coordinator