

MESQUITE WORKS
After Programming Parent Pick-up Policy
Policy 2-2024

At our STEAM Center, we prioritize the safety and well-being of all participants, including our young learners. To ensure a smooth and secure pick-up process after programming, we have established the following Parent Pick-up Policy:

Authorized Pick-up Persons:

Only individuals listed as authorized pick-up persons on the participant's registration form will be allowed to pick up the child. We require parents or legal guardians to provide us with a list of authorized pick-up persons in advance. Changes to the list must be communicated to our staff in writing or through a designated process. We will verify the identity of the person picking up the child by requesting appropriate identification if necessary.

Identification Requirement:

For the safety of the child, all individuals picking up participants must present a valid form of identification upon arrival. This helps us ensure that the child is released to the correct person. Acceptable forms of identification may include government-issued identification cards, driver's licenses, or any other photo identification with the individual's full name and a recognizable photograph.

Sign-out Procedure:

Parents or authorized pick-up persons must sign out the child at the designated sign-out area. Our staff will record the time of pick-up and may ask for a signature or confirmation of the pick-up. This process helps us maintain accurate attendance records and ensures accountability for each participant.

Timely Pick-up:

We kindly request that parents or authorized pick-up persons arrive promptly at the scheduled pick-up time. Late pick-ups can cause inconvenience to our staff and may disrupt subsequent programming. In case of unexpected delays, we appreciate advance notice and communication so that appropriate arrangements can be made.

Communication Channels:

We maintain clear communication channels to facilitate effective parent pick-up. It is essential to provide up-to-date contact information during registration and inform us of any changes. We may use email, phone calls, or other designated methods of communication to relay important information or updates regarding pick-up procedures.

Special Circumstances:

In situations where an individual who is not listed as an authorized pick-up person needs to pick up the child, we require prior written or verbal authorization from the parent or legal guardian. Our staff will verify the authorization before releasing the child.

By adhering to this Parent Pick-up Policy, we prioritize the safety and well-being of all participants in our STEAM Center. We appreciate your cooperation in following these guidelines and helping us create a secure environment for our young learners.

Adopted:

Chair, Mesquite Works

Secretary, Mesquite Works