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| **1.1 Standard Operating Procedure- Lake Pick-Ups** |

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| **Purpose:** To set a standard for children who are picked up after Keuka Lake School’s daycare hours of operation.

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| **Steps to be completed** | **Person Responsible** |
| Step 1: staff will start to call the parents/guardians at 5:50 pm to find out a timeline for the parent to pick up the child. | 6:00 pm staff person in that program. |
| Step 2: If the staff cannot get a hold of the parent, they will start contacting the emergency contacts at 6:00 pm. | 6:00 pm staff person in that program |
| Step 3: After 30 minutes, if we have not been able to make contact, we will consider it child abandonment, and CPS will be notified. | 6:00 pm staff person will notify both the director/program coordinator who will contact the appropriate authorities. |
| Step 4: The parents bill will be charged $3.00 for each minute that they are after the time KLS closes. | Director/program coordinator and billing department |
| Step 5: Bill will be sent with the extra amount added | Billing department |

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| Additional Notes:**Our late-night staff work 40 hours a week. When they have to stay over their allotted time, they will be paid over time, which is not automatically accounted for and built into the daycare rates.** |
| Samantha Sciolino |

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