



ARCHWAY CLASSICAL ACADEMY | NORTH PHOENIX

A Great Hearts Academy

14100 North 32nd Street | Phoenix, AZ 85022 | Office: (602) 889-4355 | Fax: (602) 889-0187 | www.ArchwayNorthPhoenix.org

Late Pick-up Policy

The **ANP Late Pick-up Policy** is outlined below. Parents will receive communication regarding fees charged for late pick-up the previous week at the beginning of each week when total charges exceed \$10. Please contact the front office with questions.

ANP Late Pickup Policy – Regular & Early Release (Wednesdays)

Dismissal Students who are not picked up by 3:30 pm (2:30 on early release Wednesdays) will be escorted to the Dean of Students office located in the K-4 building where parents will be contacted by phone. When late for pick-up, parents will be required to park, enter the east lobby to sign their children out, and go to the appropriate location within the K-4 building to pick up their students. We do understand that there are extenuating circumstances surrounding an occasional late pickup. However, we do not have the resources to watch children in these occasions. A \$1/minute charge will begin at 3:30 pm (2:30 pm on Wednesdays). Parents will be charged and invoiced within 10 days. If parents are unable to be reached and children are not picked up by 4:00 pm (3:00 pm on early release Wednesdays), the local police will be contacted and children will be placed in police custody to contact parents.

ANP Late Pickup Policy – Tutoring

Dismissal Students who are not picked up by 4:00 pm will be escorted to the Dean of Students office located in the K-4 building where parents will be contacted by phone. When late for pick-up, parents will be required to park, enter the east lobby to sign their children out, and go to the appropriate location within the K-4 building to pick up their students. We do understand that there are extenuating circumstances surrounding an occasional late pick-up. However, we do not have the resources to watch children in these occasions. A \$1/minute charge will begin at 4:00 pm. Parents will be charged and invoiced within 10 days. If parents are unable to be reached and children are not picked up by 4:30 pm, the local police will be contacted and children will be placed in police custody to contact parents.

ANP Late Pickup Policy – After school-clubs

Dismissal time for after school clubs is 4:30 pm. Students will be escorted by their club leader to the north side of the K-4 building for parent pick-up. Parents may either park and walk up or drive up and are expected to show their blue cards. If a student is not picked up by 4:40 pm, the club leader will contact the parents. We do understand that there are extenuating circumstances surrounding an occasional late pick-up. However, if repeated instances of late pick-up occur, parents will be requested to withdraw their student from the club. No refund will be awarded in this situation.