



REACH LEADERSHIP *STEAM* ACADEMY

science | technology | engineering | art | math

RE: *Late Pick-Up Policy*

Dear Parents/Guardians:

Please note that our *Late Pick-Up Policy* has changed. Please familiarize yourself with the new policy detailed below.

REACH Leadership STEAM Academy closes promptly at **4:00 PM on regular release days** (M, T, TH, F) and **2:00 PM on minimum school days** (usually Wednesdays). All students must be picked up by this time as the front office will be closed and supervision will not be available. The school's clock will serve as the "official clock" for determining time. Please synchronize your watch with this clock. Parents must notify Ms. Lori if arriving after 4 P.M. due to an emergency.

Our *Late Pick-Up Policy* is as follows:

The after school program is no longer an option for students left in our care after hours as the program is at capacity. Therefore, for every child left in our care after 4:00 PM on regular release days (M, T, TH, F) and 2:00 PM on minimum days (usually Wednesdays), the Riverside Police Department or Child Welfare Service (CWS) will be contacted to reunite students with parents.

This is something we want to avoid, and we will do everything in our power to contact you and everyone on your child's emergency contact list before calling for additional support, but we need your commitment to prevent this from happening. In addition, we ask that you regularly provide us with accurate and updated contact information to ensure we can reach you.

We thank you for your commitment to picking up your child(ren) on time.

Respectfully,

Dr. Virgie Rentie

Executive Director/CEO

Susie Navarro

Assistant Principal