Hawthorn Academy

Late Student Pick-Up Procedure

Starting: 1/4/2026

At Hawthorn Academy, the safety and well-being of our students are our highest priority. We understand that unexpected circumstances may occasionally prevent families from picking up their students on time. To ensure that all students are appropriately supervised after school hours, Hawthorn Academy has established the following late pick-up procedure in partnership with Ivy Camps.

1. Late Pick-Up and Parent Notification

Students are expected to be picked up promptly following dismissal.

If a student has not been picked up by **3:45 PM**, and the school has not received communication from a parent or guardian regarding the delay, office staff will attempt to contact the student's parents or guardians using the contact information on file.

If parents or guardians cannot be reached, office staff will attempt to contact the student's designated emergency contacts to arrange for pick-up.

2. Transfer to Ivy Camps

Hawthorn Academy's front office closes at **4:00 PM**.

If a student has not been picked up by 4:00 PM the student will be transferred to **Ivy Camps, Hawthorn Academy's on-site after-school care provider**, where they will remain under supervision until an authorized adult arrives.

To ensure student safety and continuity of care, Hawthorn Academy will provide Ivy Camps with the student's:

- Parent or guardian contact information
- Emergency contact information
- Known allergies and relevant medical information necessary for safe supervision

Once the student has been transferred, Ivy Camps will contact the parents or guardians to notify them that their child is in its care and provide instructions for pick-up.

3. Fees for Late Pick-Up

Hawthorn Academy and Ivy Camps recognize that unexpected delays can occur. Therefore, the following fee structure will apply:

- **First occurrence:** The student's first visit to Ivy Camps due to late pick-up will be provided at no charge.
- **Second and subsequent occurrences:** Parents or guardians will be responsible for paying Ivy Camps' established drop-in rate for each additional visit.

All applicable fees will be paid directly to Ivy Camps in accordance with its payment procedures.

4. Repeated Late Pick-Ups

The first occurrence of a student being transferred to Ivy Camps due to late pick-up will be provided at no charge.

Beginning with the second occurrence, parents or guardians must complete Ivy Camps' registration/emergency waiver packet and pay the applicable drop-in rate for continued care. This registration does not require families to commit to a full-time after-school care program.

Once the required registration paperwork has been completed and all applicable payments are current, Ivy Camps will continue to accept the student for late pick-up supervision, regardless of the number of occurrences.

If a student has not completed the required registration paperwork or the applicable fees have not been paid, Ivy Camps may decline to accept the student for additional visits.

If a student continues to be left at school after 4:00 PM and Ivy Camps is unable to accept the student due to incomplete registration or unpaid fees, Hawthorn Academy will attempt to contact the student's parents, guardians, and emergency contacts to arrange immediate pick-up.

If no authorized adult can be reached or safe pick-up arrangements cannot be made, Hawthorn Academy may contact local law enforcement and/or the Utah Division of Child and Family Services (DCFS) for assistance in ensuring the student's safety.

5. Parent and Guardian Responsibilities

Parents and guardians are responsible for arranging timely transportation for their students and maintaining accurate contact information with the school.

Families are expected to notify the school office as soon as possible if an unexpected delay occurs and to ensure that emergency contacts are available and authorized to pick up their student when necessary.

Our goal is to ensure that every student remains safe, supervised, and cared for while encouraging families to make timely pick-up arrangements. We appreciate our families' cooperation and understanding in following this procedure.