



**E.L. Haynes Public Charter School**  
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Dear E.L. Haynes Families:

In an effort to minimize the number of students picked up late from the After School program, the Year Round Programs department would like to remind all of our families about some of our procedures in the event of a Late Pick up.

- All students must be signed out before they leave the building. If they walk home, they may sign themselves out. Otherwise, the person picking them up must sign out.
- The After School Program concludes everyday at 6:00 pm. Any student in the building after 6:01 pm will be assessed a late fee charge of \$1.00 per minute/ per child.
- Sign out times and Late Fee charges will be recorded/ assessed according to the clock, located above the door to the Main Office.
- Placing a call to the Main Office to say that you or someone else will be arriving after 6:00 pm to pick up your student **does not** negate a late fee.
- Late Fees will be added to your student's After School invoice. If the fees exceed \$30.00, the invoice will be processed and forwarded to you during the next business day.
- The normal dismissal time for students not attending the After School program is 3:30 pm (i.e. unregistered students, suspended students, etc). A Late Fee of \$1.00 per minute/ per child will be assessed from 3:45 pm until the student is picked up from school.

If you have any questions about any of the policies outlined above, please feel free to contact anyone in the Year Round Programs department at your earliest convenience.

Jayson Wilkinson  
Year Round Programs Site Manager