



Canadian Bridge Academy

Dear Parents and Guardians,

Date September 26, 2022

Arriving on time to pick up your kids/ ward communicates respect and regard for the teachers' time. After school hours, are the teacher's class planning & preparation time, which is critical to ensure your children gets a rich educational experience during school hours. When parents arrive late this has a direct impact of the effective use of the teachers' time.

CBA Late Pick-Up Policy (Academic Year 2022-23) Late Pickup fees go into effect September 26th

Before The Afterschool Program, which kicked off today **September 26th** : Teachers and/or teacher assistants attend students for 15 minutes after the end of the school day, (i.e. **Mondays-Thursday**) **from 2:30 up to 2:45**, and **Fridays from 2:00 up to 2:15**).

Starting September 26 (At Afterschool Program)

Parents are required to be punctual in picking up their children. Teachers and/or teacher assistants attend students for 15 minutes after the end of the school day, (i.e. **During After-school program days (Mondays-Thursdays) from 5:00 up to 5:15**, and **Fridays from 2:00 up to 2:15**). Beyond that time students are attended by the guard and a Late Duty Teacher. Out of administration concern regarding safety and wellbeing of students, the following penalty payments per minute are put forward to enforce punctual pickup of students;

- 100 Naira/ min after 3 successive late pickups.
- 200 Naira/ min, if the number of late pickups exceeds 3 times (4- 8 times)
- 500 Naira/ min, if the number of late pickups becomes more than 9.

Students not picked up on time will be taken inside the main Campus building to a waiting room, where they will be supervised by an adult. Late parents must first go to the Front Desk and pay the late pickup fee, (receipts will be issued) and then may proceed to sign out the student.

If you are unable to collect your child at their dismissal time, please contact the school office **immediately** (before dismissal time) to advise of your delay and an expected arrival time at the school. If a child is picked up late more than two times a parent or guardian may have to meet with / Principal / Academic Head to develop a plan for on-time pick up of their child.

Furthermore, if you will not be collecting your child and have arranged for another person to collect them, you must notify the school office the morning of this.

Your Sincerely,

Martin Harry
Principal, Canadian Bridge Academy (CBA)
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LATE PICK-UP NOTICE

(Canadian Bridge Academy, Academic Year 2022 / 23)

- 100 Naira/ min for 3 successive late pickups.
- 200 Naira/ min, if the number of late pickups exceeds 3 times (4- 8 times)
- 500 SDG/ min, if the number of late pickups becomes more than 9.

Date: ____/____/____

Gate closed: _____

Please be advised that you are being charged a late fee:

Name of student/s: _____ Grade/s _____

Child was picked up by (Name, relation): _____ at: _____

Late fee imposed:

Total Min	Total Due	Amount Paid
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Name of Guardian / Parent: _____

Signature of Guardian / Parent: _____

Date _____

Accounting / Admin Dept.: _____

Date _____