



2023-2024 School Year | Late Pick up Policy | Dismissal Procedures

- There will be no Armour Dance Theatre (ADT) staff on site earlier than 1:50pm on a daily basis. Students are not allowed to be dropped off earlier than 1:50pm
 - Violation of this policy will result in immediate expulsion of students. ADT requires students to be supervised by an adult at all times.
 - If your student arrives from another school, please notify our staff about the mode of transportation and time of drop off so we can be available to receive them.
- Designated adults responsible for pick up are given a 20-minute grace period after the program ends.
 - After 20 minutes, Armour Dance Theatre's staff will contact anyone listed on the child's emergency contact card.
 - After 5 grace period violations, Armour Dance Theatre reserves the right to release the child from the program. If contact is made with an authorized adult, Armour Dance Theatre's staff will remain on site with the student(s) until the pick up exchange is successfully executed.
 - Excessive tardiness with pick up can result in the student losing his/her spot in the program.
- After 60 minutes of unsuccessful attempts to reach an authorized adult, Armour Dance Theatre reserves the right to contact local law enforcement and transfer the child into their custody.
- Armour Dance Theatre will release students to individuals listed on the registration form as "authorized to pick up."
 - Written authorization along with valid photo ID from parent/guardian must be submitted to ADT's administration before any registered students are released to individuals not listed on registration.
 - Students are dismissed at the conclusion of programming and released to their authorized caregiver after signing out with our security monitor