



lawrence**arts**center

Pick-up and Drop-Off Policy for Children under 12

Students must be dropped off no more than 15 minutes prior to class start time, and must be picked up within 15 minutes after class stop time. Families of students dropped off or picked up outside of these times may be charged a fee to cover supervision. Arts Center staff will call the emergency contact from the student's enrollment form if a student is not picked up within 30 minutes from the end of class.

Students under 12 years old are to be escorted into the building by an adult and are not allowed to leave Arts Center premises unless accompanied by a parent or guardian.

Teachers are to be notified in advance if a student needs to leave class early or if anyone other than the parent or guardian will be picking up the student. Preschool students must be dropped off and picked up at their preschool classroom.