



NOAC's Drop Off & Pick Up Policy

All Parents are asked to follow NOAC's Drop Off and Pick Up Procedure.

Drop Off Procedure

Please walk your child to our back entrance at your child's scheduled start time. One of our staff will greet you, get your child and their things needed for their day and bring them downstairs for therapy. We are unable to take children before their scheduled start time, as our staff needs time to prepare for session.

Please make every effort to arrive on time on a daily basis. However, we understand that situations may occasionally delay your arrival. Our staff will wait for up to six minutes after your scheduled arrival time, and then they will return downstairs to work on other assignments. If you are going to arrive later than five minutes after your child's scheduled start time, please let the Clinical Director or your Supervising BCBA know as soon as possible. In this case, we may need you to park and walk your child downstairs, depending on our staff availability at your time of arrival.

Additional/Alternate Options: Please check any other preferences.

Child's Name:

NOAC Staff would be happy to meet your child at your car, in the case that you have other children in the car or other barriers that make it difficult to walk your child to our back door. **Please check one option.**

Yes, I would like this additional option.

No, I don't need this additional option.

OR

It's our preference to walk our child into the building and down the stairs to meet our ABA Technician in the lobby at our scheduled therapy time.

**Please let us know if your needs/ preferences change at any time, so we can communicate any changes to staff.*

Late Arrivals *15 minutes past scheduled start time

Please always let us know ASAP of any cancellations or late arrivals, as we schedule our staff on a 1:1 ratio according to the number of children we have scheduled each day. Any late arrivals **past 15 minutes and without prior notification** are subject to our late arrival fee of \$5 per every late 15-minute increment late, to cover the cost of your scheduled ABA Technician.

NOAC also reserves the right to cancel the duration of any session after 55 minutes of tardiness without advance notification.

Pick Up Procedure

We will have your child ready and waiting, inside our back entrance at the top of the stairs at your scheduled pick up time. Please arrive on time for pick up as it can be distressing for children to be left waiting. Late pick-ups are also a hardship for NOAC as our staff has other commitments after your child’s session is over. Upon request, we can walk your child out to your car but NOAC staff cannot take the responsibility of buckling any children into their car seats.

Children should not leave before their scheduled dismissal, except in special cases in which the Clinical Director has been notified in advance. In the event that your child must leave early, please notify the Clinical Director as soon as possible.

NOAC staff can only release your child to you or other persons you have indicated on a Transportation Release. People listed on the Transportation Release may be asked to show their identification and should arrive on time for pick up. If someone who is not listed on the Transportation Release is coming to pick up your child, please call the Executive Director to verbally supply all required information (as documented on p. #2 of the Transportation Release Form).

Late Pick Up Fee

Unscheduled late pick-ups will be assessed on an individual basis and may be subject to \$1 per minute late fee, after the first five minutes late picking up your child. Many of our staff have second jobs along with family obligations and cannot stay late.

Thank you for your cooperation and understanding. *NOAC TEAM* 😊

We have read and understand NOAC’s Drop off & Pick up Policy.

Printed Name	Signature	Date