



www.EverydayMandarin.org

(415) 952-7223

learn@everydaymandarin.org

Everyday Mandarin at West Portal Elementary: Pickup Policy Agreement

At Everyday Mandarin, the safety and well-being of our students is our top priority. By enrolling your child in our after-school program, you agree to the following pickup policies:

1. Designated Pickup Times & Pricing Tiers Our program operates on all SFUSD instructional days, beginning at school dismissal (2:05 PM on Mondays, Tuesdays, Thursdays, and Fridays; 12:50 PM on Wednesdays) 1. Families must pick up their children according to the pricing plan selected during enrollment:

- **Plan A:** Pickup by **4:30 PM**
- **Plan B:** Pickup by **6:00 PM**

2. Program Closure The Everyday Mandarin program concludes strictly at **6:00 PM** every day

3. Our staff members are scheduled to leave the premises at 6:00 PM.

3. Sign-Out Procedure For the safety of all students, a parent, legal guardian, or authorized adult must physically sign out the student each day. Students will not be released to wait in the yard or parking lot unattended.

4. Authorized Pickups Students will only be released to individuals listed on the authorized pickup section of the enrollment form. If an alternate adult will be picking up your child, you must notify Everyday Mandarin staff in writing prior to the start of the program that day. Authorized individuals should be prepared to show a government-issued photo ID upon request.

5. Late Pickup Policy & Fees Please respect our staff's time by arriving promptly.

- **For Plan A (4:30 PM) Families:** If you arrive after 4:30 PM, you will be subject to a late fee of \$1.00 per minute. Frequent late pickups may require you to upgrade to the 6:00 PM Plan B tier or be disenrolled in the program if late pickup exceeds 5 times for the entire school year.
- **For Plan B (6:00 PM) Families:** If you arrive after the program closes at 6:00 PM, a late fee of \$1.00 per minute will be applied. Frequent late pickups of more than 5 for the school year may result in disenrollment in the program.

6. Program Calendar Please note that the Everyday Mandarin program strictly follows the SFUSD Academic Calendar and only operates on scheduled instructional days. The program does not operate on school holidays, district closures, or recess periods.