



## 146<sup>th</sup> Toronto Guide Unit Late Pick Up Policy

While we all experience unexpected delays from time to time, we ask that you be respectful of our volunteers' time and arrive promptly to pick up your Guide at the end of a meeting or event. Guides often become anxious when their parents / guardians arrive late for pick up without an explanation. The following is our unit's late pick up policy:

- Guide meetings end at 8:15 and our contract with the church ends at 8:30. End times for every outing can be found on the SG.1 Information form provided, or can be viewed on the EVENTS page of our unit website: [www.146torontoguides.org](http://www.146torontoguides.org)
- We ask that if you are going to arrive late for pick up from an event that you call or text the phone number(s) provided on the SG.1 form. The same applies if you have to make emergency pick up arrangements and need to have someone that is NOT listed on the health form pick up your Guide. You may call the church and leave a message for the Guiders with the caretaker at 416-231-9401 if you are going to be later than 8:30 to pick up from a regular Guide meeting.
- If parents / Guardians are more than 15 minutes late for pick up after the end of an event or meeting, we will begin by calling the numbers provided for both parents / guardians on the health form. Should we not be able to reach a parent or guardian, we will then call the emergency contacts listed on the health form and/or SG.2 permission form for the event.
- If we are not able to reach either the parents / guardians or the emergency contacts listed within a reasonable amount of time, then arrangements will be made for your Guide to be driven home by a Guider. We will continue to try to reach the numbers provided on the health form and/or SG.2 permission form during the drive. Should no one be home upon arrival, we will leave a message to let you know which Guider brought your Guide home, where she lives and how to contact the Guider at her home to arrange pick up of your Guide. Should we still not be able to contact any of the numbers provided within a reasonable amount of time, we will call the Children's Aid Society of Toronto.\*
- ***We ask that anyone arriving more than 15 minutes late after the end of a Guide meeting or after end time of an outing make a \$10 donation, and anyone more than 30 minutes late make a \$20 donation to our unit. Should anyone be later than 30 minutes late, we will determine together what is fair on a case by case basis.***

\* Please note that this scenario applies to extreme situations only.