



Late Pick-Up / Drop-Off Procedures

In an effort to honor the schedules for each participant who registers for transportation, we request that you make every attempt to be on time for van/bus pick ups and drop offs.

Being late places burden and disruption on the flow of the transportation schedule and could have an adverse affect on the remaining participants

Transportation is available only to and from designated Outdoors for All locations. Parents/guardians/care providers are responsible for providing or arranging transportation to and from the designated Outdoors for All pick-up and drop off locations.

Vans/busses are directed to wait no longer than 10 minutes at each Outdoors for All designated pick up location before moving on to the next stop. If you are running more than 10 minutes late you may meet us at the base location or the field trip site. **If you are running late, call your staff lead.**

The following steps will be taken upon a late pick-up:

1. Outdoors for All Staff or Volunteers will contact the participant's primary contact (if not self).
2. If an authorized person does not arrive or call staff within the first 15 minutes, staff or volunteers will assume an emergency exists and will begin to call emergency contacts.
3. If 30 minutes have gone by and the participant has not been picked up, Outdoors for All Staff or Volunteers will contact the local police for pick up and will escalate to senior leadership for reporting.

The parent/guardian/care provider (if not self) will receive one warning for a late pick up in writing before being charged a fee. If additional late pick-ups occur, the following fees will be applied to the participant's account. The fees will be included on the participant's account and must be paid before the end of the applicable program season (Spring/Summer/Fall/Winter).

Fee structure:

- 10-15 minutes late: \$10
- 15-20 minutes late: \$15
- 20-30 minutes late: \$25
- 30-60 minutes late: \$50

If the participant is picked up late more than three times in a one-month period, the parent/guardian/care provider (if not self) will be required to meet with an Outdoors for All program manager/director before the participant may return to the program. The following actions may also occur:

- Suspension from Outdoors for All transportation
- Suspension from Outdoors for All programs
- Continued fines
- Other

Please contact the Outdoors for All office if you have any questions at 206-838-6030 or email info@outdoorsforall.org