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## Pick-up Policy for Tutoring Students

As an increasing number of students continue to tutor with us here at The Tutoring Terminal (*a branch of The Homeschool Connection*), we must be sure to take every measure to secure the safety of each of our students. Included below are some measures we must take in order to keep THSC a safe environment.

### General Pick-Up/Signing Out

All students must be signed out at the front lobby, at the conclusion of each tutoring session before leaving the building. This will help us keep record of when students leave the property and with whom. Since we also share a parking lot with an apartment complex and several other businesses, being accompanied by an adult should also help keep our students (especially elementary students) more aware of vehicles within the vicinity.

### Student Drivers

Parents must indicate on the Student Info Form whether their child is a student driver and will be driving himself to and from tutoring sessions. Any student old enough to legally drive himself to and from tutoring sessions may sign himself out at the front office at the conclusion of his tutoring time.

### Late Pick-Up

Please be sure to pick up your child on-time *at the end* of each tutoring session. Oftentimes, a parent will be late due to unforeseen circumstances such as traffic or personal emergencies. In these cases, we are glad to work with each client as we understand that these things do happen. However, we expect students to be picked-up on-time in order for each of our tutors to keep with their schedules and since front office staff is unable to watch your child, taking them away from their duties. ***Please note: Any client who is over 10 minutes late for pick-up will be charged a \$10.00 late fee. If a client has three late pick-ups in one month's time, services may be suspended at the discretion of the administration, per the Tutoring Agreement.***