Baker Hunt Art and Cultural Center Pickup & Drop-Off Policy

Morning Drop-Off

- **Sign-In Station**: All parents/guardians must physically walk their child to the check-in area and sign-in with a staff member.
- **Contact Verification**: At the first drop-in of the week, staff will confirm the "Authorized Pickup List" and emergency contact numbers.
- **Daily Health and Safety Check**: Please do not bring students who have had a fever or experienced illness in the last 24 hours. Children wearing inappropriate shoes including sandals, slippers, flip-flops, crocs, and other open-toed shoes, etc. will be turned away until proper footwear is provided.

Drop-Off Times

- **Before-Care Students**: 7:55-8:10am Daily
- **All Students**: 8:50-9:05am Daily

Afternoon Pickup

- **Photo ID Requirement:** Anyone picking up a child must show a valid government-issued photo ID every day. This includes parents.
- **Authorized Persons Only**: We will only release students to individuals listed on the "Authorized Pickup List" form. To add a person, email info@bakerhunt.org or notify the staff during morning drop-off.
- **Sign-Out Log**: The person picking up the child must initial the daily log.

Pick-Up Times

- **Cooking Camp Students**: 12:30pm
- **All-Day Students**: 3:00pm Daily
- **After-Care Students**: 3:50-4:05pm Daily

Late Pickup Policy

- **Grace Period**: A 15-minute grace period is allowed each day for pickup.
- **Emergency Contact**: If a child is not picked up within the grace period, and we cannot reach the primary guardian, we will begin calling emergency contacts.
- **Late Pickup Fees**: After the first occurrence of a "late pickup", each subsequent late pickup will automatically enroll the student in "After-Care" and the parent will be charged a fee accordingly.
- **Instances of Self-Departure**: Guardians of students who walk to camp, ride their bike, take the bus, or are picked up via ride-share (e.g. Lyft, Uber) must have notified the staff in advance of this form of departure. Baker Hunt will not escort students to the bus stop, and Baker Hunt will not verify the identity of ride-share drivers.

Early Departures

- If a student needs to leave early, please notify the staff at check-in or via email at info@bakerhunt.org, or by calling 859-431-0020, or by going to the office when the child needs to be picked up. Early pickups must still be signed out by a staff member.