

***Late Pick- Up Policy***

We give our very best to provide your child(ren) with a safe and loving learning environment and we will continue to do so even when you may experience difficulty picking up your little one(s) on time. However, we also have responsibilities to our own children and families. Therefore, it is imperative that every effort is made for parents to retrieve their children on time on a consistent basis.

As stated in our policy handbook our program closes promptly at 4:30 pm each night. All children and parents must exit the premises by this time. The daycare’s clock will serve as the “official clock” for determining time. Please synchronize your watch with this clock. Parents that have a lengthy departure routine must arrive early enough to meet the time criteria.

A *No Exception Policy* is in place for several reasons:

* Late pick-ups require us to incur more cost as additional service is provided for your child(ren). These additional costs must be passed on to parents who create the need for overtime.
* Most preschooler’s internal body clock knows when their usual pick-up time is! Oftentimes, children can become nervous or fearful when they are away from you later than normal. (Please know that your child will always be comforted and safe, even in the event of a late pick up/emergency).

Our Late Policy is as follows: A fee of $1 for every minute that your child(ren) is in the home after 5:35 pm is applied per family. After 10 minutes (5:45pm), this late pick up fee goes to $5 per minute. This will need to be paid at time of pick up (cash, debit or credit cards only). If it’s not paid then a bill will be placed in your “parent mailbox” and is to be paid by drop off the following day.

There will be no exceptions or warnings. If you are late for ANY reason, a charge will be issued. This *No Exception Policy* makes it easier for us to apply the late policy to everyone consistently and fairly.

It will be greatly appreciated, however, if parents call to notify us if they will be late and give an approximate arrival time so that we can better assist you and your child. If there is a continued occurrence of picking your child up past closing time, you may be asked to withdraw your child from our learning center.

\*If you call ahead to let me know you’re running late you will still owe the late fee.

***Please note: If a child is at the home 45 minutes after closing time, without contact from the parents and/or emergency contacts cannot be reached, local authorities will be contacted to assist in locating the parents.***

As your child(ren)’s care provider please be assure that we are responsible for the protection and well-being of your child(ren) until the parent/guardian, designated adult, police, or DCFS has picked up the child.

It is imperative that parents/guardians keep the Emergency Contact List up-to-date.

As always, we take pride in knowing that you have entrusted your child(ren) into our care and we will continue to provide quality service to you and your child(ren). If you have any questions or concerns, please feel free to contact me at (815)556-9337.

**Name of Child/Children**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***The undersigned have read and agree to abide by the Day Care Policies provided***

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Parent/Guardian’s Signature Date

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Parent/Guardian’s Signature Date

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Child Care Provider’s Signature Date