

Late Pick Up Fee Form

Date: _____

Time: _____

Child's Name: _____

Amount: \$ _____

Children's Programs Pick Up Policy and Late Fees

For all school year programs (afterschool, vacation week): Please pick up your child promptly and no later than 5:55 PM. At 5:56 PM, the late fee policy is in effect as stated below.

For Outback: Regular day students must be picked up no later than 3 PM, and extended day students no later than 5:45 PM. At 3:01 or 5:46 PM, the late fee policy is in effect as stated below.

Late fees:

- We will charge a late fee of \$10.00 for the first 5 minutes of a late pick up, and \$5.00 for each additional five minutes thereafter (e.g. if you picked up your child from afterschool at 6:05 PM, you would be charged a \$15 late pick up fee).
- If we have not heard from you by 15 minutes after pick up time, your emergency contacts will be contacted. In any case, a late fee will be assessed and you will receive an invoice.
- After an excess of five late pick ups, your fee will increase to double the original amount. Ten late pick ups may result in dismissal from the program.

By signing this form, I agree that I have reviewed the late pick up fee policy as stated above, and agree to pay the fee as documented on this form.

Parent/Guardian Signature_____
Staff Signature

For Office Use Only

 Fee Billed

Date Billed: _____