

After School Care Late Pick Up Policy

The St. Francis Early Learning Academy's after school care program closes promptly at 6:00 p.m. each evening. Please allow enough time at the end of the day to arrive at the Center, pick up your child(ren) and leave by closing time. **A No Exception Policy** is in place for several reasons:

- Teachers give their best to your children each day. They also have responsibilities to their own children and family. They need to know they can end their school day reliably at 6:00 p.m. daily.
- Most preschooler's internal body clocks know when their usual pick-up time is! Children can become nervous or fearful when they are at school later than normal. Please know that your child will always be comforted and safe, even in the event of an emergency.

Please read, sign below and return to the office. We appreciate your understanding and cooperation with this important policy.

- **1st violation:** Parents will be charged a per-child late fee of \$10 for arrival between 6:01 and 6:05 p.m., and an additional \$25 for arrival between 6:06 p.m. and 6:15 p.m.
- **2nd violation:** Parents will be charged a per-child late fee of \$25 for arrival between 6:01 and 6:05 p.m., and an additional \$50 for arrival between 6:06 p.m. and 6:15 p.m.
- **3rd violation:** Parents will be charged a per-child late fee of \$50 for arrival between 6:01 and 6:05 p.m., and an additional \$100 for arrival between 6:06 p.m. and 6:15 p.m.

If there are 3 or more violations, a meeting will be set up with the parents and the Director to discuss the continuation of after school care at St. Francis Early Learning Academy. Please note that all late fees will be added to the parent's tuition bill. Late fees will be charged, no matter the reason for late pickup.

If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of closing time, we will call the emergency contact(s) listed on their enrollment forms. The Department of Social Services and/or the Lafayette Police Department will be contacted if parents cannot be contacted or do not arrive within 15 minutes of closing time.

Child's Name _____

Parent signature _____

Date _____