

Notice of Late PickUp Policy and Fees

We suggest that children be picked up a few minutes before the program ends. Children not picked up by closing time will be brought to the front office to wait for their parent(s). Be advised that during such an occurrence, **the parent will be responsible for the total assessed late pickup fee.**

Your child anticipates your arrival and becomes worried and anxious if his/her classmates have all been picked up while his/her parents have yet to appear. Additionally, our staff have been on duty for an entire full day. Understandably, they are ready to return to their families and carry out their plans for the evening. It is unreasonable to further inconvenience them by prolonging their work day.

Out of respect to our staff and their time, please make arrangements to pick up your child before the close of business. Again, be advised that if you arrive after your child's classroom end time, you will be presented with a late pickup bill assessed for the total time for your late arrival (rates below).

Late Fee Per Child: \$25.00 for up to the first 5 minutes

\$2.00 for each additional minute

Late fees owed are payable in cash and at pickup to the office staff directly. NO EXCEPTIONS.

All late pick-ups are archived and tracked. Parents with three late pickups during one week will incur a **100% fee increase** for any subsequent late pickup occurrence(s). After six incidents of late pick-ups, the child will not be able to attend the Center the next day, and enrollment in the future will be in jeopardy.

If a family has an emergency near the end of the day, such as a car breaking down, an illness, or traffic jams, parents must inform the Center and then make alternate plans for pick-up. Late fees will be imposed even under emergency conditions.

NOTE: Refusal to pay assessed late fees or aggressive behavior towards our staff concerning your balance late fee is **strictly prohibited** and will jeopardize your child's enrollment at THEMBA.

We appreciate your understanding and commitment to this policy.

Sincerely, Management

Parent Signature: _____ Date: _____