

Clubhouse Kids Late Pick-Up Notice

Yikes! A late pick-up happened!

Child/Children: _____ Date of Occurrence: _____
CHK Location: _____ Staff On-Duty: _____
Required Pick-Up Time: _____ Actual Pick-Up Time: _____

We love your children, but our staff members have other commitments and need to leave work promptly at closing. As outlined in our Parent Handbook and other documentation, a late pick-up fee of \$1.00 per minute after the required pick-up time will be billed to your account and is due and payable at the time of occurrence.

We realize that unexpected things can happen that may be beyond your control. In the future, if you are running late and may not make it to the center for pick-up prior to the required time, please contact one of your approved emergency pick-up persons to pick-up your child/children. Thank you.

The Clubhouse Kids Team

| | | |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> Paid Today: | Amount Paid: \$ _____ | Payment Method: _____ |
| <input type="checkbox"/> Not Paid Today: | (If not paid today, payment arrangements must be made with the Clubhouse Kids main office within 24-hours of the date of occurrence, or suspension may result) | |
| Employee Initials: | _____ | |

© Clubhouse Kids LLC | White copy to the Clubhouse Kids Office. Yellow copy to the parent/guardian of the child.

Revised 03/27/2022

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