

## Late Pick-Up Policy

We love your children! But staff have other commitments and need to leave promptly at closing.

At Clubhouse Kids, we define a "late pick-up" as the pick-up of a child from our child care center after our scheduled closing time-sharp (or after their enrolled-plan end time if, for example, the child is a Little One enrolled in a part-day attendance plan). In the case of the center closing early due to inclement weather or an emergency event, the center closing time becomes a maximum of 2-hours from the time that a Clubhouse Kids staff member notified the parent, or an authorized emergency contact person, of the early closing time.

A late pick-up fee of **\$1.00 per minute past closing time** (or past enrolled-plan end time if, for example, the child is a Little One enrolled in a part-day attendance plan), per family will be due and payable via cash or check at the time of the late pick-up. No Exceptions.

Late pick-up fees are due and payable directly to the Clubhouse Kids staff members on-duty at the time of occurrence (not to the Clubhouse Kids company) in the form of cash or check only. If a Late Pick-up Fee is not paid at the time of the late pick-up, your child/children may attend Clubhouse Kids for one more already scheduled day within one week, until the Late Pick-up Fee must be paid, or suspension will result. Upon suspension, attendance is not allowed. Failure to pay late pick-up fees or recurrent late pick-ups may result in discharge from the program. In the event of a child not picked up by 5-minutes past the center closing time, and no phone call received from a parent regarding a late pick-up, a contact person on the child's emergency form will be notified. If all efforts to have a child picked up fail, staff must call Child Protective Services (CPS) to place the child into their agency's care.

- ➔ After 2 late pick-ups within the same school year season or summer camp season, a reminder message will be sent regarding our late pick-up policy, and asking for improved effort for on-time pick-ups.
- ➔ If another late pick-up occurs within the next:
  - a) 3 months, if in school year season; or,
  - b) 4 weeks, if in summer camp season,a 1-day suspension will result.
- ➔ If another late pick-up occurs, a parent meeting will be scheduled to discuss discharge from the Clubhouse Kids program.