



Child's Name _____

Child's Class _____

LATE PICK UP POLICY

(Please read carefully, sign below & return by the first day of school)

The Illinois Department of Children and Family Services requires that all licensed schools have a written late pick up policy. Parents/guardians are required to read the policy and sign a document stating that they have done so.

Late pickups are a problem on many levels. First and foremost, it is very difficult for children. Children become anxious and worried when they aren't picked up with their peers. They are afraid they have been forgotten. Late pickups are difficult for teachers who need to clean up their classrooms and either eat lunch or pick up their own children from school. For the administrators, at times there is only one of us in the office and it is difficult to provide safe (and nurturing) supervision while attending to parents and the phone.

It is Cherry Preschool's responsibility to protect and look out for the well being of all children until they are picked up when school has ended. If you are late for pick up, we will begin calling all phone numbers available for the child's parents/guardians five minutes after the class has been dismissed. If we cannot reach you within 10 minutes after dismissal, we will continue to call all emergency contacts listed on the general release form. If we are not able to get in touch with any of the emergency numbers within 1 hour after dismissal, we will contact the police to request assistance in finding emergency contacts. Therefore, it is very important that we have up-to-date emergency contact numbers on file.

The staff will not hold the child responsible for any late pick- ups. That discussion will only be with the parents or guardians, never with the child.

Fines for late pick-ups for morning and afternoon classes, lunch programs and the after care program are as follows:

- \$1/minute for the first 15 minutes
- \$5/minute after that

For chronic late lunch or after care offenders: At the 4th offense, the child will be dropped from the program. Late pick up fines are donated to the Staff Appreciation Fund.

We appreciate your understanding about this important policy.

I have read and understand the above policy.

(Parent/Guardian Signature)

(Date)