



St. Teresa of Calcutta Early Learning Center and Child Care

Late pick-up Policy

A late fee of \$1.00 per minute, per child, will be charged if a child is not picked up by 5:30 PM. *A family that is repeatedly late, three times or more in a calendar year, will have their late fees increased to \$5 per minute after the third offense.* A family that is repeatedly late, 6 times or more in a calendar year, or does not pay the late fee required by the end of business the next day may be dismissed from the Early Learning program with little or no notice. Late fees are payable directly to the staff members who stayed with your child (ren) and you will be asked to sign off on this form that you paid the fee.

Late pick up fee owed for: (name) _____

Date of late pick up: _____ **Time child was picked up:** _____

Amount owed: _____ **Date fee received:** _____

Staff Initials: _____ **Parent Signature:** _____

If an emergency situation prevents a parent/guardian/emergency contact from picking a child up at St. Teresa of Calcutta by 5:30 PM, the Director's Office must be contacted via phone at 610-287-2500 ext. 3 immediately.

****If we do not get communication about a late pick-up, we will make every effort to contact you or one of your emergency contacts listed in Tadpoles for pick-up. If a child has not been picked up by 6:30 PM and the Director's Office has not been contacted, as per regulation, Social Services will be contacted to pick up your child(ren). Please ensure that you consistently update phone numbers as they change for you and/or your emergency contacts so that this can be avoided.****

A copy of this notice will be retained for our records.