



JCYS LUTZ FAMILY CENTER

LATE PICK-UP POLICY

Program Pick-Up Times:

Half Day Preschool - 12:30 pm

Pre-school - 11:30 pm (or 1:00 pm or 2:30 pm after Lunch Bunch / Kinderconcept class ends, when applicable)

Kindergarten Enrichment (short day) - 3:00 pm

Full Day Programs - 6:00 pm

KE or ASC aftercare - 6:00 pm

- If a child is picked up after their designated time, a late fee will be charged to your account. **The first 15 minutes after class ends, is a fee of \$10.00 and \$1.00 per minute thereafter will be charged.** A late form will be filled out and signed by both the JCYS staff member on duty as well as the parent/guardian at the time of the late pick-up.

Measures taken in case of delayed pick-up:

- Parent/guardian should notify the JCYS Lutz Family Center by telephone: (847) 433-6001 if they know they will be late for pick-up. **This will not excuse the late pick-up policy.**
- If no one arrives to pick up the child by dismissal, a JCYS staff member will call the parent/guardian at home, work, and any cell phone numbers which are on file. (Please be sure to keep all information up-to-date.)
- Parents/guardians agree to advise JCYS Lutz Family Center immediately of any changes regarding their personal contact information, including addresses and phone numbers for home and work. Parents/guardians also agree to provide immediate notice to JCYS Lutz Family Center of any changes in their emergency contacts.
- If a parent/guardian can't be reached after 10 minutes, emergency contacts on file will be called.
- If the parent/guardian or emergency contacts cannot be reached after 60 minutes, according to DCFS licensing standards, the JCYS staff will contact the proper authorities.
- The protection and well being of your child remains the responsibility of JCYS Lutz Family Center until the parent/guardian, the designated emergency contact, or proper authorities arrive.
- JCYS Lutz Family Center will never hold the child responsible for the situation. Any and all discussions of late pick-up will be with the parent/guardian and never with the child.

Child's Name _____

Parent/Guardian Signature _____ Date _____