

LATE PICK-UP FORM



Child's Name: _____

It is important that parents understand the need for punctuality with regard to picking up children. Late pick-ups cause anxiety in children as well as significant inconvenience and cost to JCYS and its staff. Accordingly, late pick-ups will incur the following fees:

- 1st instance: a friendly reminder
- 2nd instance: \$15 fee for up to the 15 minutes, and \$10 for each additional quarter hour.
- 3rd and subsequent instances: \$25 fee for up to the first 15 minutes, and \$15 for each additional quarter hour.

Late fees will not be assessed when lateness is due to severe weather, train derailment, accidents, etc. **Please note:** *If the parent/guardian or emergency contacts cannot be reached after 60 minutes, JCYS staff is required by our Department of Child and Family Services licensing standards to contact the proper authorities.*

I have read and understand the JCYS Late Pick-Up Policy.

Parent Signature _____ Date _____