



**Late Pick-Up Policy**  
Revised March 1, 2011

At the dismissal of your child's Early Learning Center class, children must be picked up promptly. If children are picked up more than 10 minutes after the conclusion of the program, a late fee will be assessed. Beginning at 10 minutes after dismissal, parents/guardians will be charged an \$8 late fee for each 15 minute segment of an hour that the child is present in the program after dismissal.

Parents/guardians will be asked to sign a late pick-up acknowledgement. The late pick-up fee will be added to the family's next tuition bill.

If the parent or designated pick-up person has not arrived or contacted the center by 10 minutes past dismissal, Park District staff will begin telephoning parents' work, cell, and home phone numbers in an effort to reach the parents. If, after calling the available numbers, a parent cannot be reached, Park District staff will call the emergency contacts listed on the Emergency Contact Information form, followed by any other names listed on the Pick-Up Authorization form. If an hour has passed, parents or another authorized for pick-up have not come to pick up the child, staff will notify the Program Manager and/or Program Supervisor, and will contact Glencoe Public Safety.

The Glencoe Park District acknowledges its responsibility to insure the child's well-being until such time as the parent, authorized pick-up person, or police department representative arrives.

Early Learning Center staff will not hold the child responsible for late pick-up, will only discuss the issue with parents/guardians, and never discuss the issue with the child.

Parents are expected to maintain updated contact information in their child's files.

Any child who is picked up 15 minutes late more than five times in a calendar year may be disenrolled at the discretion of the Program Manager.

I have read and understand The Early Learning Center's Late Pick Up Policy, and understand that it is my/our responsibility to provide accurate and up-to-date contact information for parents and other adults listed as emergency contacts and pick up people.

Child's name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If signing this form electronically, please check the box below:**

I acknowledge that my electronic signature indicates the information provided on this form is accurate and complete. I authorize the Park District to utilize this information as required for enrollment in Early Learning Center.