

## POLICY ON LATENESS

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

### LATE POLICY

The SACC Program understands that situations may occur that will cause a parent/guardian to pick up their child late. It is highly recommended that you have a backup plan or make alternate arrangements to avoid a late pick-up situation, especially in the winter months. We have adopted the following Policy on Lateness. Please refer to the SACC [POLICY ON THE RELEASE OF CHILDREN](#) for our procedure when a child is not picked up an hour or more after closing time. Children will only be released to those specifically named on their [AUTHORIZED PICK-UP LIST](#), unless we receive written notification to the contrary.

Any pick up after 6PM is considered late. After 6PM, authorized pick up person(s) will be called, followed by child's emergency contact. The sign-out sheet will be highlighted in yellow to signify a late pick up. The person who picks up the child must initial the highlighted area and note the actual time of pick up. If a Parent/Guardian is late when picking up other children in addition to their own, only the person picking up the child will incur the late fee.

### LATE PICK UP FEES

#### LATE 1

\$25 FOR THE FIRST 15 MINS + \$25 FOR EACH ADDITIONAL 15 MINS OR ANY PART THEREOF.

FOR LATE FRIDAY PICK UPS // \$50 FOR THE FIRST 15 MINS + \$50 FOR EACH ADDITIONAL 15 MINS OR ANY PART THEREOF

#### LATE 2

\$50 FOR THE FIRST 15 MINS + \$50 FOR EACH ADDITIONAL 15 MINS OR ANY PART THEREOF

#### LATE 3

\$50 FEE + 1 WEEK SUSPENSION FROM THE PROGRAM

#### LATE 4

ENROLLMENT IN THE SACC PROGRAM WILL BE TERMINATED WITHOUT A REFUND

**PLEASE NOTE** // All late fees must be paid in full by the following day or the late fee will increase \$10 per day for up to 3 days. If not paid by day 3, removal of your child from the program may occur.