

**North Arlington School Age Child Care Program
(SACC)
Policy on Lateness**

The SACC Program understands that situations may occur that will cause a Parent/Guardian to pick up their child late. Therefore, the SACC Program has adopted the following Policy on Lateness.

If you pick up your child anytime after 6:00 P.M., you are considered late. The sign out sheet will be highlighted in yellow to signify a late pick up. When the child is eventually picked up, the person picking up the child must initial the time sheet and note the actual time of pick up. After 6:05 P.M., your Emergency contact will be called, followed by those listed on your Authorized Pick-Up list. If no one responds to our calls, we will contact the North Arlington Police Department.

Refer to our Policy on the Release of Children for SACC's procedure if a child is not picked up an hour or more after closing time.

The following procedures will apply for all late pick-ups.

Late 1 A fee of \$25.00 for the first 15 minutes and \$25.00 for each additional fifteen minutes or any part thereof.

***IF CHILD(REN) ARE PICKED UP LATE ON A FRIDAY, THE FIRST 15 MINUTES WILL BE \$50.00 AND \$50.00 FOR EACH ADDITIONAL FIFTEEN MINUTES OR ANY PART THEREOF.**

Late 2 A fee of \$50.00 for the first 15 minutes and \$50.00 for each additional fifteen minutes or any part thereof.

Late 3 In addition to the \$50.00 fee, the child will be suspended from the program for 1 week.

Late 4 The child's enrollment in the SACC Program will be terminated without a refund.

ALL LATE FEES MUST BE PAID IN FULL BY THE FOLLOWING DAY OR THE LATE FEE WILL INCREASE \$10.00 PER DAY UP TO 3 DAYS. IF NOT PAID BY 3RD DAY IT COULD RESULT IN REMOVAL OF YOUR CHLD FROM THE PROGRAM.

If a Parent/Guardian is late when picking up another child in addition to their own child, only the person picking up the child will incur the late fee. It is highly recommended that you have a back up plan and/or make alternate arrangements to avoid a late pick up situation, especially in the winter months.

Reminder - your child will only be released to those people specifically named on your authorized pick up list, unless we are notified to the contrary.

NOTIFICATION MUST BE IN WRITING OR EMAILED TO US

The SACC Staff appreciates your cooperation and consideration regarding this matter.

Revised 4/2018