

Late pickup policy agreement

BackPR

Our staff have families and commitments too, and they plan around our closing time. Please pick up on time, and call us if you're running late.

Pickup times and fees (filled in by the program)

Closing time _____

Grace period, if any _____

Late fee (for example, \$[amount] for each [number] minutes)

When late fees are due _____

If you're running late

- Call [program phone] as soon as you know you'll be late.
- If you can't make it, send an adult on your authorized pickup list and tell us who's coming.
- Staff will check photo ID for anyone they don't know.

If a child isn't picked up

Two staff members will stay with your child until an authorized adult arrives. Here's what we do:

- At closing time: we call the parents or guardians.
- After [15] minutes: we call your emergency contacts and authorized pickup adults.
- After [60] minutes, if no authorized adult is on the way: we follow our state's licensing rules, which may mean calling the local police or child protective services.

Repeated late pickups

After [3] late pickups in [a session or month], we'll meet with you to make a plan. If late pickups continue, [your child may lose their spot in the program].

Agreement

I've read the late pickup policy. I agree to pick up on time, pay any late fees and follow these steps.

Child's name _____

Parent or guardian's printed name _____

Parent or guardian signature _____

Date _____

Free to use and change, but not legal or medical advice. Check your state's licensing rules and your insurer's requirements, and have a lawyer review any consent or waiver language.

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