



**YOUTH
connection**

Great after-school programs like RAD and DEN

LATE PICK-UP POLICY

Staff will supervise children who are left beyond the scheduled pick-up time until a parent or other authorized adult on the pick-up list arrives. However, late pick-ups will result in a fee. The first time a parent is late a fee will be charged at a rate of \$5.00 for the first 5 minutes and \$1.00 for every minute thereafter. The second time a parent is late, the charge will be \$10.00 for the first 5 minutes; the third time, the charge will be \$15.00 and will continue in \$5.00 increments for each occurrence. The dollar-per-minute charge will stay constant. Payment of the late fee is due at the time of pick-up via check or cash. All measurements of time are to be according to the clock located at the school. If a child is still not picked-up by 7:00pm, we will call Wilmette Police Department to pick-up your child and they will drop them off.

Child's Name

Parent/Guardian's Name

Time of Pick-up

Minutes Late

Amount Due

Form of Payment Received