



# Helping Hands Adult Day Program

ACD License # 297004181

## Late Pick Up Policy

Participants who are picked up after 4:15 pm (beginning March 1, 2022) will incur a fee of \$1.00 per minute until their responsible party arrives. Participant families who have extenuating circumstances and contact the program in a timely manner prior to closing, will not be charged this late fee for extenuating or unexpected circumstances beyond their control. However, every attempt should be made to find an alternative person to pick up your participant as quickly as possible. This policy applies ONLY to private car pick up and NOT to those riding the bus.

By signing this I acknowledge that I understand I will be charged a late fee whenever I am more than 15 minutes late picking up my participant from Helping Hands and have not notified them of extenuating or unexpected circumstances beyond my control.

---

Responsible Party Signature

---

Date