

Pick Up Policy

In order to comply with the DCFS Licensing Standards for Day Centers, we are responsible for having a written policy to explain the actions that will take place should a parent not pick up their child as agreed.

The day care center closes at 5:30. If you or a designated person fail to call and make other arrangements and your child is not picked up at our agreed upon time the following consequences will occur.

A late fee of \$5.00 will be charged for every 15 minutes you are late.

We will make 2 attempts to call you and the designees you have listed on the pick up form. We will only call those persons that you have approved in writing to pick up your child.

If all our attempts to locate someone fail we will be left with no choice but to contact DCFS and law enforcement. Please make every attempt to ensure that this does not happen and keep an updated list of approved designees on file.

I, _____ parent of _____

Have read the above pick up policy and understand my responsibilities regarding my child.

Parent/Guardian Signature

_____ Date _____

_____ Date _____