



Late Fees Policy

2017-2018

Students at Crestview attend class for a specific time every day. Parents and caregivers must take care to respect the time of the child, as well as the teachers and staff at Crestview, by agreeing to drop off and pick up their child on time each and every day. **Chronic lateness is not acceptable at Crestview, and will be addressed with the individual family promptly.**

- Morning arrival for all children is between 8:45am – 9:00am
- Dismissal for our morning program is between 11:55am – 12:05pm
- Dismissal for our afternoon program is between 2:55pm – 3:05pm

Children stop play and line up at the beginning of our dismissal window. Any remaining children will be brought inside after the 10 minute window passes, and will remain inside until their parent/caregiver comes inside to retrieve the child. Families will be charged a late fee if late pickups exceed two (2) in a calendar year. **An initial \$10 late fee will be assessed if the parent/caregiver arrives after the dismissal window, and a \$5 flat fee for each 5 minutes of lateness thereafter.** A bill will be sent via email within five (5) days, and will need to be paid within fifteen (15) days from the date on the bill. End of the year reports will be held until all unpaid fees are paid in full.