

Reach Dane Child Care Late Notice

Child's name: _____ Center/Program: _____

Your contracted time for pick up is _____

The time you arrived at the center was _____ on (date) _____ to pick up your child.

According to our late fee policy, an additional fee of \$ _____ has been added to your child care family account.

Parent Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Late Pick-up Policy:

Parents/Guardians are expected to adhere to their scheduled drop-off and pick-up time. If a situation occurs where a parent is unable to pick up their child at the regular time, the parent must **CONTACT THE CENTER AS SOON AS POSSIBLE**. If a parent is unable to pick up the child, arrangements must be made by the parent to have the emergency contact person pick up the child at his/her regular time. Staff will attempt to reach the emergency contact person for children not picked up within 15 minutes of the scheduled pick-up time. If the child is not picked up by the child's scheduled pick-up time, the parent will pay a \$10.00 (per child) fee for each 15 minutes late. (The late fee may be waived if the parent/guardian notifies the center **prior** to the scheduled pick-up time. If, however, the center closes and the child has still not been picked up, the late fee will again be implemented.) If staff are unable to reach the emergency contact person by the center's closing time, Dane County Human Services Division of Protective Services will be called and the child released to them. If you need to change your contracted hours, please contact your site director to see if there are available slots.