

Calvary Baptist Community Center, Inc.

575 East 18th Street – Paterson, N.J. 07514

Calvary Baptist Pre-School

Late Pick-Up Fee & Policy

Dear Parents,

We strive to service all children and their families according to their work/school schedule(s). This letter is to remind all parents that the Calvary Pre-School closes daily at 5:00 pm. Teachers who are in charge of the After Care Program must leave at 5:00 pm. Staff members have family, school and other obligations which they must attend to.

Beginning October 1, 2010, the Board of Directors has authorized the assessment of a Late Fee for those not picked by 5:00pm. The fee is as follows with the procedure for payment as listed below.

Late Fee:

- ✓ **\$25.00 for the first 15 minutes or any part of the first 15 minutes**
- ✓ **\$1.00 for each 5 minutes after 5:15**

Procedure:

1. Anyone who arrives to get a child after 5:00 must sign the Late Pick-up Book.
2. The person will get a late slip telling them a late fee is due. Calculate the fee based on the time the child is picked up.
3. Late fees are to be paid in the office the next day.
4. Receipt will be given.
5. Late fees are not to be given to the staff person in charge of the child when he/she is picked up
6. The Pre School office closes at 4:00 pm. Office hours are 8:00 am – 4:00 pm.
7. Failure to pay a late fee could jeopardize one's participation in the Wrap Around Program.

Please sign the slip below

Late Fee Policy – Late Pick-up Policy

Child's Name _____ Teacher _____

_____ I have read the **Late Pickup Fee Policy** and understand the consequences, if I do not pick up my child by the closing of the Pre School.

_____ I know how the late fee is calculated

_____ I also understand the procedure for paying the late fee

_____ I know I will be given, or the person picking up my child will be given, a **Late Pickup Slip**, which they will give to me. This slip will have the time my child was picked up. I will calculate the fee owed according to the time.

_____ I will strive daily to pick up my child or have my child picked up by: _____
Time

Parent's Name (PRINT) _____ Date _____

Parent's Signature _____