

GOOD SHEPHERD DAY CARE CENTER

LATE PICK-UP POLICY

Program Pick-Up Times:

Short day - 4:00 pm

Full Day Programs - 6:00 pm

• If a child is picked up after their designated time, a late fee will be charged to your account. The first 30 minutes after class ends, is a fee of \$5.00.

Measures were taken in case of delayed pickup:

- Parent/guardian should notify the Good Shepherd Day Care Center by telephone: (630) 893-8933 if they know they will be late for pick-up.
- If no one arrives to pick up the child by dismissal, a Day Care staff member will call the parent/guardian at home, work, and any cell phone numbers which are on file. (Please be sure to keep all information up to date.)
- Parents/guardians agree to advise Good Shepherd Day Care Center immediately of any changes regarding their personal contact information, including addresses and phone numbers for home and work. Parents/guardians also agree to provide immediate notice to Good Shepherd Day Care Center of any changes in their emergency contacts.
- If a parent/guardian can't be reached after 10 minutes, emergency contacts on file will be called.
- Good Shepherd Day Care Center will never hold the child responsible for the situation. Any and all discussions of late pickup will be with the parent/guardian and never with the child.

Child's Name

Parent/Guardian Signature.....

Date