

LATE PICK-UP FEES

University Heights United Methodist Children’s Center will be implementing a change to our current late pick-up policy, effective November 3, 2014.

UHUMCC closes promptly at 5:30 each night. All children and parents must exit the building by this time. Parents that have a lengthy departure routine must arrive early enough to meet the time criteria. You will be expected to either pick up your child on time, or arrange for an alternate person from the authorized pick up list to pick up your child in the event of a weather, traffic, work related emergency or other type of emergency.

A No Exception Late Policy is in place for several reasons:

-Most small children’s internal clock know when their usual pick-up time is. Children can become nervous or fearful when they are at school later than normal.

-Many of our teachers are scheduled to 40 hours. They need to be able to plan the end of their work day at 5:30 so that they can attend to their own family obligations.

-Teachers are paid when they work past 5:30. This additional cost

goes beyond what is budgeted. Therefore, the cost must be passed on to the parents that create the need.

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Our No Exception Late Policy is as follows:

A fee of $1 for every minute that your child is in the building beyond 5:35 will be automatically added to your account. You will receive a “late pick-up notice” in writing and by email the day following late pick-up. It will state how many minutes late and the appropriate fee. This amount must be paid by the end of the week.

We understand that a rare occasion may arise in which late pick-up is unavoidable. However, chronic or habitual late pick-up will not be tolerated, and care may be terminated. Parents are advised to be weather-aware on a daily basis so as to make necessary arrangements for a timely pick-up.

Upon the fourth late pick-up, a penalty of $30 will be billed in addition to the applicable per minute fee.

Please sign below acknowledging receipt of this notice:

Name of child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

