

Late Pick-Up Policy

Little People's Preschool
1274 Main Street
Crete, IL 60417
(708) 672-9100

The following action plan will be put into effect by the center if a parent or guardian does not pick up, or arrange to have someone pick up, his or her child before the center closes at 6:00 PM.

Every parent is expected to pick up their child before the center closes at 6:00 PM or to make alternate arrangements for someone else to pick them up. The following actions will be taken if children are not picked up in a timely manner:

- 1) A \$10.00 per minute late fee will be instituted beginning at 6:00 PM.
- 2) Closing teacher will be calling parents at 6:00 beginning with work, home, and cell phone numbers. One attempt will be made at each number.
- 3) After each parental number has been phoned, the first emergency contact number will be phoned and continue through all three numbers. One attempt at each emergency number will be made.
- 4) At 6:30 PM if no parent or emergency contact person can be reached, and no contact has been made with parents, the Crete police and/or the child abuse hotline will be phoned.

With these procedures in place we hope to eliminate late fees being assessed to any persons. However, it is extremely important that you update your contact information promptly. If you change job, home, or cell phone numbers, or if your emergency contact numbers change, you should give new information to the office as soon as possible. It is the responsibility of Little People's Preschool to protect the well being of your child until a parent or outside authorities arrive. This facility and staff shall not hold the child responsible for any situation that occurs and discussion of any issues will only be held with the parent or guardian and never with the child.

Parent Signature: _____ Date: _____