

RAP Late Parent Policy

Parents must make every effort to pick up their child by 6:00 pm. When an emergency arises and the parent cannot pick up the child by 6:00 pm, the parents MUST notify the staff to make alternate arrangements.

If the child is still at RAP at 6:05 pm, and there has been no contact from the parents, staff will make every effort to contact the parents by calling home, work, and cell phone numbers. If the parents still cannot be located, staff will proceed to contact those individuals designated as the emergency contacts.

If the child is still present at 6:30 pm, and a plan has not been made, the teacher will make alternate plans for the child, which may include contacting the police and releasing the child into police custody.

Please review the "Late Fee Policy" outlined in the Parent Handbook:

Children must be picked up no later than **6:00 pm**. There will be no late charge if your child is picked up by **6:05 pm**. However, after 6:05, the late parent policy detailed below goes into effect. Staff will fill out a "Late Fine Memo" and send it to the office where the fine will automatically be applied to your next month's fee. A "late fine" notice will be given or mailed to you.

First late pick up: Warning

Additional late pick up: When a parent is late to pick up their child for the second time, the parent is expected to call 773-525-0605 x19 to inform a RAP teacher of the estimated time of arrival. **Parents will be charged \$5 for each minute that they are late.**

Parents must make every effort to arrive on time.
The children and staff have had a long day and staff has other obligations.

I have read this policy and agree to adhere to these rules and regulations.

Parent Signature

Date

Name of Child(ren)