



Lansing Co-operative Nursery and Preschool

## Late Pickup Policy

It is imperative that your child is picked up on time. It can be very upsetting for a child if all the other children have been picked up and they are still waiting. The staff also all have a highly scheduled day and late pick-ups can have an effect on the programs being run. Children must be picked up by their scheduled time or you will be charged a late fee.

***Late fees are due regardless of inclement weather, traffic delays or other situations that may arise.***

Your late fee is determined by the time you arrive to pick up your child and if you have been late in the past. If late, you will receive a Late Pick-Up Summary Sheet indicating date and time of late pick up, amount of monies owing and if this is your first, second or subsequent late.

PROGRAM	NURSERY	PRESCHOOL	EXTENDED
First Late Arrival.....	5-minute grace period \$15.00 flat rate from 11:50 to 12:00 \$2.00 per minute after 12:01 to your arrival	5-minute grace period \$15.00 flat rate from 4:05 to 4:15 \$2.00 per minute after 4:16 to your arrival	5-minute grace period \$15.00 flat rate from 5:05 to 5:15 \$2.00 per minute after 5:16 to your arrival
2 <sup>nd</sup> & 3 <sup>rd</sup> & Subsequent Late Arrivals.....	Starting at 11:45 \$15.00 flat fee from 11:45 to 11:55 \$2.00 per minute from 11:56 to your arrival	Starting at 4:00 \$15.00 flat fee from 4:00 to 4:10 \$2.00 per minute from 4:11 to your arrival	Starting at 5:00 \$15.00 flat fee from 5:00 to 5:10 \$2.00 per minute from 5:11 to your arrival

***Repetitive lateness may result in the withdrawal of your child from the Centre.***

***All outstanding late pickup fees must be paid in full by the end of the month.***

If you are late and do not contact the Centre within 10 minutes of being late, staff will call you. If they are unable to reach you, we will contact the names you provided as your emergency contacts. If, by one hour after your scheduled pick-up time, we are unable to reach you or your emergency contacts, the Children's Aid Society (CAS) will be contacted and your child will be released to one of their representatives. Parents must make arrangements with CAS to have their child released back to them.