

Late Fee Policy

Toddler University Daycare will assess the following fees if a parent does not pick their child up by the close of normal operating hours:

A late fee of \$1.00 per minute after 6:00pm will be charged and will be required to be paid at the time the child is picked up from the daycare. For example, if the time is 6:07pm, seven minutes past 6:00pm, the parent will owe \$7.00. This amount has to be paid before the child can return to the center, if for some reason it is not paid at the time of pick-up. The Late Fee Policy will be strictly enforced. Habitual tardiness may result in termination of services. All delinquent fees are required at the time of each occurrence.

Toddler University's staff/Director will attempt to contact the parent a total of two times, and the emergency contact that is listed first a total of two (2) times. If no contact is made, the Collinsville Police Department will be notified. If the child has not been picked-up by 6:15pm and there has been no contact made, the child will be transported to the Collinsville Police Department by a Toddler University staff/Director to be picked-up by the parent.

In order for the Toddler University daycare to maintain accurate files, please make sure that all numbers of emergency contacts are up to date. It is very important that all numbers of contacts are current at all times. If you, the parent can not be reached we will attempt to make contact using the numbers that you have provided in your child's file. It is the responsibility of Toddler University Daycare to ensure the protection and well being of the child until the parent, emergency contact or authorities arrive. Please make sure that individuals are prepared to show a state issued ID when picking up the child.

The Toddler University Daycare staff shall not hold the child responsible for the situation and discussion of this issue will only be with the parent or guardian and never with the child.

Parent

Date

Director

Date