



Bartlett Park District Preschool Late Pick Up Policy

As a reminder, the preschool parent handbook that you received at the beginning of the school year, parents/guardians will be required to pay a late pick up fee of \$5 if they are 1-10 minutes late, after 10 minutes the fee will be \$1 per minute until the child is picked up. The late fee is per child. The person picking up the child will be handed a late pick up slip by the child's teacher. The slip will need to be signed by the person picking up the child and an invoice will be issued with the fee to be paid. Late fees will be applied to your family account and are the responsibility of the parent/guardian no matter who picks up the child. Please inform all caregivers/authorized people on your emergency form of the Late Pick Up Policy. The fee will remain as a balance on your household account and you will not be allowed to register for additional Bartlett Park District events/programs until the fee has been paid.

It is important to your child that you are here when his/her preschool class ends. It could cause your child anxiety by being late. We ask that you be aware of the scheduled class Pick Up times. The clock in your child's preschool classroom is the official "time clock", please set yours accordingly. The first late pick up will be a verbal warning. Thereafter, your account will be charged accordingly.

Teachers may not accept any form of payment for late fees. Frequent late arrival and/or pick up may result in dismissal from the program. Be sure to allow extra travel time in inclement weather. Late fees will be enforced regardless of weather.

If a parent/guardian is later than fifteen (15) minutes picking up a child and has not called the child's teacher, the preschool coordinator, or the Bartlett Park District registration office, the teacher will begin contacting the emergency contacts listed. It is the responsibility of the parents to ensure that the school has current contact information for their emergency contacts at all times. If a parent is late, the preschool staff will diligently call all phone numbers of parents/guardians and emergency contacts. If we are unable to reach any contacts, we will notify the police department.

Our teachers will maintain a positive, caring atmosphere for your child during this time and ensure that your child is comfortable and safe. Our teachers will only discuss the issue with the parent/guardian or emergency contact, never with your child.

****I have read and agree to comply with the Bartlett Park District Preschool's Late Pick Up Policy****

Child's Name: _____

Parent/Guardian Signature: _____ Date: _____

Any fees can be paid at the Bartlett Community Center front desk during normal business hours.
M-W-F 8:30 am-7 pm, T-Th 8:30 am-6 pm and Saturday 9:30 am-1 pm

Bartlett Community Center • 700 S. • Bartlett Road • Bartlett IL 60103 630-540-4800 www.bartlettparks.org