

Little Kids Village Too (3732 W. 63<sup>rd</sup> Street)

P O Box 29632

Chicago IL, 60629



### Late Pick Up Policy

Little Kids VillageToo has a strict pick up policy place.. The policy states that all children must be pick up by 5:30 p.m. After 5:30 p.m. a late fee of \$2.00 per minute per child will be charged. Your late fee payment is to be made in **cash to the office on the following business day.**

At 5:30 p.m. We will contact the parent to inform them that your child (ren) is still at the daycare. If we cannot reach the parent, we will contact the people listed on your child (ren) emergency contact form. **If we are not been able to contact anyone within 45 minutes, we will contact authorities and your child (ren) will be dropped off at the nearest police station.**

We are happy to provide service to our working families, but would appreciate you honoring our policy. Thank you for your commitment to be on time to pick up your child (ren) by the mandated time.

Child's name \_\_\_\_\_

Parent Signature \_\_\_\_\_