



Park Lawn Preschool Inc.

Park Lawn Preschool * Humber Bay Child Care Centre * PLP Early Learning Centre at St. Mark

PLP 107 Late Pick Up Policy

Park Lawn Preschool Inc. child care centres are licensed to open from 7:00am to 6:00pm to provide some flexibility to meet the needs of parent’s working schedules.

We recognize that there may be times that parents may arrive late to the child care centre to pick up their child and we ask that parents contact the centre immediately. It is the parent’s responsibility to ensure that their child is picked up by 6:00pm. If parents are not able to pick up their child by 6:00pm, then alternate arrangements MUST be made. **It is imperative any contact numbers listed are up-to-date and Emergency Contact persons are informed they are listed as Emergency Contacts and are prepared to pick up the child when required.**

Any parent/guardian or alternate person late picking up a child will be assessed a late fee as follows; \$10.00 will be imposed for the first five (5) minutes and \$10.00 for each additional five (5) minute increment or part thereof up to 6:30pm. After 6:31, the rate will be increased to \$150.00 and will be imposed for the thirty (30) minute increment or part thereof. After 7:01pm, the rate will be increased to \$300.00 and a call to CAS may be made.

Late Fee Schedule – Fees apply per child

Pick Up Time	Late Fee Charged
6:01pm – 6:05pm	\$10.00
6:06pm – 6:10pm	\$20.00
6:11pm – 6:15pm	\$30.00
6:16pm – 6:20pm	\$40.00
6:21pm – 6:30pm	\$50.00
6:31pm– 7:00pm	\$150.00
After 7:01 pm	\$300.00 (Call to CAS)

Late Fee Calculation & Payment

- Late Pick Up Fees are charged per child.
- Late fee charges are confirmed using the clocks in the centre.
- Late Pick Ups are documented in the Late Pick Up Log Book where the date, time and amount due will be indicated and a signature of acknowledgement will be required.
- Late Pick Up fee payments are to be paid in cash and due at the time of pick up to the staff on duty. Any late pick up fees outstanding after one (1) business day will result in suspension of child care.
- Late fees will be charged even after the parents call to inform that they will be late to pick up.
- Late fees will apply during inclement weather.
- A call to CAS may be made at the discretion of PLP employees in the event a parent arrives after 7:00pm for pick up, Late fees will apply.

Withdrawal of Child Care

- A meeting will be arranged with the parents to discuss alternative arrangements:
 - After three (3) recordings of late pick up or;
 - First occurrence of a late pick up after 6:31pm
- If any late recordings occur subsequent to the meeting, a notice of withdrawal will be given.
- Refusal to pay the late pick up fee will result in a notice of withdrawal.

Late Fee Disputes

- Any late fee disputes should be addressed with the Centre Supervisor or Head Office.