



**Late Fee Pick-Up Policy Change Effective
April 26th 2014**

Dear Parents:

Due to the large number of children remaining at Themba after closing, the following policy is effective within 30 days.

Themba Creative Learning Center closes at 6:00pm. It is suggested that children be picked up by 5:45pm. Children not picked up by 6:00pm will be brought into the front office to wait for their parents and the late pick-up fee will begin to be assessed.

Your child anticipates your arrival and becomes worried and anxious if his/her classmates have all been picked-up while his/her parents have yet to appear. Additionally, our staff puts in an entire full day at Themba; and understandably, they are ready to return to their families, and carry out their personal plans for the evening. It is unreasonable to impose such inconvenience upon them.

Out of respect to our staff and their time, please make arrangements to pick-up your child before the close of business. Be advised that if you arrive after 6:00pm, you will be presented with a late fee form, assessed for the total amount of time for your late arrival. **With no exception, LATE FEES ARE PAYABLE AT PICK-UP.**

Late fees are payable in cash, personal checks, or credit cards (with the appropriate processing fee). You will be asked to sign a late fee Pick-up Form at your arrival.

Late Fee Per Child: \$15.00 for up to the first 5 minutes
\$1.00 for each additional minute

Fees are payable directly to the office staff.

If a family has an emergency near the end of the day, such as a car breaking down an illness, or traffic jams, parents must first inform the Center, and then make alternate plans for pick-up. The late fee will be imposed even under emergency conditions.

After six incidents of late pick-ups, your child will not be able to attend the Center for the next day; additionally, your late pick-up record will be reviewed in consideration for future enrollment with THEMBA.

Refusal to pay assessed late fees or confrontational behavior towards our staff concerning the late fee assessments is strictly prohibited and will jeopardize your child's enrollment at THEMBA.

Signature _____ Date _____