

Late Pick-Up Policy

Our school closes promptly at 5:30 p.m. We reserve the right to charge a late fee of \$10.00 per child from 5:31 to 5:40 p.m. An additional fee of \$1.00 per minute per child will be due after this time.

If you are going to be late in picking up please call the school (815) 439-9886. If the parent has not picked up by 5:30 p.m., the parents will be called at each of the contact numbers provided on the enrollment form. If we are unable to reach you we will attempt to call all emergency contacts at each phone number provided. The parents will then be called a second time. If we do not hear back from you or any of your emergency contacts one hour after closing, the police department will be contacted. Please note the importance of having current emergency contact numbers on file. Please notify the school if your contact information changes.

Cornerstone Early Learning Center, Inc. will take full responsibility for the child's well-being until the proper authorities arrive. Under no circumstance will the child or staff member be held responsible for the situation. All discussions regarding these situations will be discussed with the parents or guardian at another time in the absence of the child.

I have read and understand the late Pick-Up policy listed above.

Child's Name: _____

Parent Signature: _____ Date: _____