



Child Care and Preschool

Darlene A. Huston, Owner
21655 W. Division Street
Lockport, IL 60441
815-744-6813
www.abchildcarehome.com
License # 452094-02

Late Pick-up Policy

- Parents/Guardian will be charged \$0.00 for the first 10 (ten) minutes (grace period) they are late to pick up their child past the scheduled pick up time. It is 5 (five) minutes for 'as needed, as available' care. After the grace period, the parents/ guardians will be charged \$.50 (fifty cents) a minute according to the child care foyer clock until the child is picked up.
- After the first 30 (thirty) minutes, the child care provider will attempt to call the parents/ guardian 2 (two) times. After the second attempt, the provider will begin calling each of the names provided on the Emergency Contact List 2 times each until someone is reached. If, after 60 (sixty) minutes from the scheduled pick up time, the provider is unable to reach the parent/guardian or someone listed on the Emergency Contact List, the provider will call either the police and/or DCFS child abuse/neglect hotline. This is DCFS policy. {406.12h}1-4}
- All late fees are due upon picking up the child. An extended grace period may be granted at the providers discretion.
- It is imperative that parents/ guardian keep the Emergency Contact List and all contact information up-to-date.
- The provider is responsible for the protection and well-being of the child until the parent/guardian, emergency contact, police or DCFS has picked up the child.
- The provider understands that the child is not responsible for the situation; therefore, any conversations related to the situation will only be discussed with the parent/guardian, emergency contact, police and/or DCFS.
- The provider may modify the late fee on occasion at her discretion. Further information may be found in the Parent Handbook.

Parent/Guardian Signature _____ Date _____

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