

Seton Montessori does not offer additional hours outside of selected program hours. Parents will be charged a late fee at a rate of \$2.00 for every minute after their scheduled pick up time. The parent(s) is responsible for contacting authorized emergency pick up person(s) in order to have the child picked up by his/her scheduled dismissal time.

In the event of an extreme emergency situation where the school has not been notified of a plan for the child to be picked up, the school will:

(1) Make at least three attempts to contact the parent(s)/guardian(s) or one of the emergency contacts listed on the contact permission form to make arrangements for pick-up. The first attempt will be made five minutes after the designated pick up time with two subsequent attempts within the first half-hour.

(2) If contact and a pick-up plan is not established with the parent(s)/guardian(s) or emergency contact 30 minutes after the scheduled pick up time, staff will notify a school administrator and then the appropriate outside authorities (i.e. local police, DCFS etc.) in a further attempt to contact the family and/or make arrangements for the well-being of the child. During this time the child will be cared for at the school until emergency contact or authorities arrive.

Please return bottom portion to the office and retain the top for your records.

I have received and understand the Late Pick Up policies and procedures.

Name (please print)

Signature

Child's Name (please print)

Date