**Late Pick up Policy**

Parents are expected to pick up their child /children at their reserved/scheduled time. If a child is left at the center beyond their designated pick up time, or beyond the designated closing time the parents will be charged a **late pick up fee of $2.00 per** minute until the child is picked up.

It is the parent’s responsibility to call the center (847-925-6262) prior to pick up time if an emergency exists. If the child has not been picked up within one (1) hour of the agreed schedule time or by 5:30 pm-in cases where the child is enrolled for a full day in the Extended Preschool, and the parent has not contacted the center with an explanation, the following steps will be taken:

1. The Supervisor or the designated EC Lab School staff will attempt to locate the parent by using the contact phone numbers on the child’s registration documents.
2. If the parent cannot be contacted, we will begin to contact the people listed on the child’s file under “Emergency Contact” information. Please understand that it is extremely important for parents to keep current emergency contact information on file with the center.
3. If no emergency contact person can be reached, the Public Safety Office of Harper College will be contacted.
4. A Public Safety Officer will then contact the appropriate authorities.
5. The Supervisor or the designated EC Lab School staff will remain with the child until the authorities arrived. The local authorities will then decide what procedures will be used in locating the parent or an emergency contact.
6. **The child will never be made to feel uncomfortable or responsible for the parent’s tardiness**. Discussion of the parent’s tardiness will never take place with the child. Discussions are only conducted with the parents as needed.

Please note that every attempt will be made by the Early Childhood Laboratory School of Harper College to contact the parent or emergency contact for the child prior to involving the authorities. If a child is left at the center beyond closing time and the parents cannot be reached immediately, the Public Safety officers of Harper College will be notified in accordance with the conditions of our license and policies regarding child abandonment.

**Signature of Parent(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**