**Late Pick-Up Policy**

**Early Childhood Lab School**

At the Early Childhood Lab School, we are committed to providing a safe, respectful, and developmentally appropriate environment for all children. To ensure the smooth operation of our program and the well-being of both children and staff, we have established the following **Late Pick-Up Policy**, in accordance with DCFS regulations and best practices in early childhood education.

**School Hours**

**Our program operates Monday through Friday, from 7:30AM to 4:30 PM (Extended preschool) and 9:00AM to 2:00PM Preschool Program. All children must be picked up no later than 4:30 PM (Extended Preschool) and 2:00PM (Preschool).**

**Importance of Timely Pick-Up:**

* Supporting your child’s sense of routine and security.
* Respecting the time and contractual hours of our teaching staff.
* Complying with DCFS licensing regulations which prohibit the extended care of children beyond stated hours without appropriate staffing and authorization.

**Late Pick-Up Procedure & Fees**

We understand that emergencies or unforeseen delays may occasionally occur. However, repeated or chronic late pick-ups cannot be accommodated.

* **First Occurrence:** A courtesy reminder will be issued.
* **Second Occurrence and Thereafter:** A late fee of $5 per minute will be charged, beginning at 4:31 PM – Extended Preschool and 2:01PM Preschool Program.
* **Chronic or Consistent Late Pick-Up:** If late pick-up becomes a recurring issue (e.g., more than three times in a 30-day period, or a pattern of late pick-ups), a meeting will be scheduled with administration. Continued late pick-up may result in termination of enrollment from the program.

**What to Do If You Are Running Late:**

* Contact the school as soon as possible to inform staff of your expected arrival time.
* Arrange for an authorized emergency contact (listed on your child’s enrollment form) to pick up your child if you are unable to arrive on time.

**If a Child Is Not Picked Up by 4:30 PM- Extended Preschool or 2:00PM-Preschool and No Contact Is Made:**

1. Staff will attempt to contact the parents/guardians at all phone numbers provided.
2. If parents cannot be reached, staff will begin contacting individuals listed as authorized emergency contacts.
3. If no one can be reached and the child has not been picked up by 5:00 PM or 2:30PM, the school is required to contact the Public Safety Office of Harper College or child protective services in accordance with DCFS regulations to ensure the child’s safety.
4. A written report of the incident will be documented and placed in the child’s file.
5. The child will never be made to feel uncomfortable or responsible for the parent’s tardiness.

**DCFS Compliance**

This policy aligns with the Illinois DCFS Licensing Standards for Day Care Centers, which require programs to maintain staff-to-child ratios, ensure appropriate supervision, and prevent unauthorized or extended care of children outside of licensed hours.

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

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