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## **LATE PICK-UP POLICY**

At Royal City Cooperative Preschool, we understand that occasional delays are sometimes unavoidable. However, to ensure that our staff can provide the best care for all children and carry out their teacher duties in a timely manner, we have implemented a late pickup policy. This policy aims to maintain fairness and consistency while respecting the time and efforts of our dedicated staff.

### **1. Warnings**

- If a child is picked up after the scheduled end time of the program, the teacher will provide the first verbal warning to the parent or guardian.
- If a parent or guardian is late on a subsequent occasion, the teacher will issue a second verbal warning.
- After a third late pickup, the teacher may, at their discretion, escalate the issue by notifying the Preschool's Board of Directors. This will result in a written warning, in the form of an email, by the Board which will be recorded in the child's file.

### **2. Notification & Fines**

Once the teachers have notified the Board of Director of the pattern of late pick-ups, the Board will notify the parent/guardian via email that going forward a fine of **\$1 per minute** will be imposed for every minute the child is still in the care of the preschool beyond the designated pickup time. See Appendix for Sample of Letter from the Board.

### **3. Monthly Tracking & Billing**

Teachers will keep track of the number of minutes late and send a monthly report to the Board. Late fines will be added to the parent or guardian's account and sent to them in a monthly bill by the Treasurer. The total fine for the month will reflect the accumulated time of lateness.

Late fines must be paid to the Preschool in full within 7 days of the monthly bill's issuance. The Preschool will distribute the funds collected to the teacher on duty when that child was picked-up late.

#### **4. Exceptions**

We recognize that emergencies may arise. In such cases, parents or guardians should inform the preschool as soon as possible. The preschool may, at its discretion, waive or adjust the fine in exceptional circumstances.

#### **5. Repeated Offenses**

Repeated late pickups or consistent failure to follow the preschool's pickup policy may result in further actions, including but not limited to the termination of enrollment.

We appreciate your understanding and cooperation in helping us maintain a structured and efficient environment for all children and families at Royal City Cooperative Preschool.

**APPENDIX: SAMPLE EMAIL FROM BOARD TO FAMILIES/GUARDIANS AFTER NOTIFICATION OF 3 VERBAL WARNINGS FOR LATE PICK-UPS**

**Subject: Important Notice Regarding Late Pickup Policy at Royal City Cooperative Preschool**

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are reaching out to remind you of our **Late Pickup Policy** at Royal City Cooperative Preschool, as we have been notified that your child has been picked up later than the scheduled time on three occasions, with verbal warnings from teachers given.

As part of our commitment to maintaining a structured environment for all children, we have a policy in place to address late pickups. Please note the following:

1. **Warnings:** After three instances of late pickups, a fine of **\$1 per minute** will be charged for each additional minute your child remains in our care beyond the grace period.
2. **Monthly Billing:** Any accumulated late fines will be sent to you in a **monthly bill** from our Treasurer and will be due for payment within 7 days.
3. **Exceptions:** We understand that emergencies happen. Please notify us as soon as possible if you anticipate being late, and we may consider adjusting the fine under exceptional circumstances.
4. **Repeated Offenses:** Repeated late pickups or consistent failure to follow the preschool's pickup policy may result in further actions, including but not limited to the termination of enrollment.

We ask for your cooperation in adhering to this policy to ensure fairness for all families and allow our staff to maintain a balanced work schedule.

If you have any questions or need clarification, please do not hesitate to contact us.

Thank you for your understanding and cooperation.

Warm regards,

**[Your Name]**

On behalf of the Board of Directors

Royal City Cooperative Preschool

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