



## Late Pick-up Policy

**Parents of participants enrolled in Children's Center Programs will be charged \$2.50 per minute / family 15 min after the program pick-up times listed below:**

Part Day Pre-K 12:00pm

Full Day Programs (M-F)- 3:00 pm

After Care – 5:00 pm

\*\*\*If you know you are going to be late please notify the center so we can let your child and the teachers know. **Late fee will still be charged.** \*\*\*

If a parent or authorized pick-up person does **not arrive or call by 15 minutes** past the designated pick-up time, staff will assume an emergency exists and will begin to call emergency contacts for your child.

If no emergency contact can be reached **within 1-hour past designated pick-up time**, staff may contact the Newport News Police Department who will pick up the child.

Late fees will be due within two business days. Late fees can be paid at the front desk upon pick up.

Any child who is not picked up will be under the supervision of an assigned teacher/administrator until the parent, emergency contact, or the authorities arrive. All information about the incident will be discussed directly with the parent or guardian and never with the child

\*\*\*Continued disregard for the pick-up time or failure to pay late pick-up fees can be cause for the child's termination from the program. It is very important to have updated contact information in your child's file at all times. .