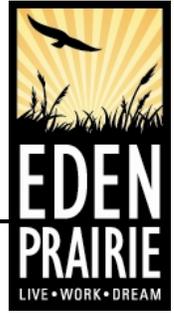


# Late Pick Up Policy for Parks and Recreation



**If parent/guardian is not on time for picking up participants, a late fee will be assessed. After a ten minute grace period, a \$1 fee will be charged for every minute the parent / guardian is late.**

- Payment must be made at the time of pick up or if no means of immediate payment is possible, an invoice will be mailed to the home.
- If no payment is received, the late fee amount will be charged to their family account displaying an outstanding balance along with an alert text message notifying the Community Center staff of the payment due. No program registrations or rentals would be allowed until the balance is paid in full.
- There will be maximum accumulation cap of \$30 per occurrence.
- Exceptions will be made due to uncontrollable circumstances (i.e. car accident, death, illness). Staff on site with the assistance of the Recreation Coordinator shall be the sole judge of what constitutes an uncontrollable circumstance.
- If a parent/guardian does not arrive for pick up after 90 minutes and staff has not been able to speak with a parent/guardian and/or all other contacts have been exhausted, the Police Department will be notified.
- Parents/guardians will be informed of the Late Pick Up Policy prior to the program through the Parks and Recreation publications, parent letters or other forms of communication to the parent about the program.