**Pick Up Policy**

If a child is here past our closing time of 5:30pm, Play & Learn will follow the below steps:

1. We will ﬁrst try to call the mother and father based on the numbers provided on the emergency form: cell, home, and work.
2. If we do not hear back within 30 minutes, we will try to call parents again. If the parents do not pick up, we will attempt to reach out to the individuals listed that have been authorized to pick up.
3. If after 1 hour we have not heard from anyone in regards to pick-up, we will need to contact local authorities.

Please keep us informed of the time your child will be picked up. If it will be later than their usual pick up, please let us know. If you are on your way, but feel you may be a few minutes late, please call or text to let us know as soon as possible.

In the event of a late pick up, I will remain with the child until they are picked up, whether by the parents, an authorized individual, or the local authorities.

A cost of $5 for every 10 minute interval, will be charged as a late fee. The late fee is expected to be paid immediately.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Signatures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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