

Late Pick-Up Policy

At the dismissal of your child's Glencoe Park District program, children must be picked up promptly. If children are picked up more than 10 minutes after the conclusion of the program, a late fee will be assessed. Beginning at 10 minutes after dismissal, parents/guardians will be charged an \$8 late fee for each 15-minute segment of an hour that the child is present in the program after dismissal.

Parents/guardians will be asked to sign a late pick-up acknowledgment. The late pick-up fee will be added to the family's household.

If the parent or designated pick-up person has not arrived or contacted the center by 10 minutes past dismissal, Park District staff will begin telephoning parents' cell and home phone numbers to reach the parents. If, after calling the available numbers, a parent cannot be reached, Park District staff will call the emergency contacts listed on the Emergency Contact Information form, followed by any other names listed on the Pick-up Authorization form. If an hour has passed, parents or another authorized for pick-up have not come to pick up the child, staff will notify the Program Manager and/or Program Supervisor and will contact Glencoe Public Safety.

The Glencoe Park District acknowledges its responsibility to ensure the child's well-being until the parent, authorized pick-up person, or police department representative arrives.

Glencoe Park District staff will not hold the child responsible for late pick-up, will only discuss the issue with parents/guardians, and never discuss the issue with the child.

Parents are expected to maintain updated contact information in their child's files.

Any child who is picked up 15 minutes late more than five times in a calendar year may be disenrolled at the discretion of the Program Manager.