**LATE FEE**

Dear Families:

**Nest Child Care and Parent Institute Late Fee Policy**

Our teachers’ schedules are based on your children’s schedules and state mandated teacher/child ratios. When parents are late to pick up their children it causes hardships for teachers because they are unable to leave at the end of their scheduled shift. Teachers work a long day and expect to leave at the Center’s closing time. Many teachers have classes, families and regular commitments for which they are responsible. It can also be distressing for children to be left at the center after hours. Please allow enough time at the end of the day to arrive at the Center, pick up your child(ren) and leave by closing time. Late pick-up is not a normal program option and should be considered an exceptional occurrence.

Late fees are assessed when children are picked up after 6pm. This fee is $1.00 per minute/per child. Due immediately. This fine is charged regardless of reason for lateness or prior notification from the parent that they will be delayed.  A late fee can only be waived at the discretion of the Director.  Excessive late pick-ups will warrant a meeting with the Director. If lateness persists, your child’s enrollment could be terminated.

Please sign below and return to the office. We appreciate your understanding and cooperation with this important policy.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_