



**LYNDON PLAY & LEARN CENTER
LATE PICK-UP POLICY**

I understand that if my child is not picked up at the designated or agreed upon time, it is the policy of Lyndon Play & Learn Center (LPLC) that the following steps will be taken:

1. The LPLC will attempt to reach parents at the contact numbers provided on each *Child's Record of Information Sheet* (maintained in each child's file).
2. Should those efforts prove unsuccessful, the LPLC will attempt to reach the emergency contacts listed on *Child's Record of Information Sheet*.
3. Should those efforts prove unsuccessful, the LPLC will keep child(ren) until 5:30 p.m. (closing time of daycare), or 1 hour beyond closing time (if designated pick-up time is 5:30 p.m.) before contacting outside authorities, such as child abuse hotline, police, etc.

I understand that it is my responsibility as a parent or guardian to assure that up-to-date emergency contact numbers are on file at all times.

I understand that if my child is left at daycare beyond pick-up time, he / she will be cared for in a caring, non-threatening manner. Children will not be held responsible for the situation and discussion of the issue will only be with a parent or guardian and never with the child.

The Lyndon Play & Learn Center acknowledges its responsibility for the child's protection and well-being until the parent or outside authorities arrive.

I understand that a late charge of \$1.00 will be assessed for every five-minute increment beyond 5:30 p.m. It is further understood that repeated failure to have my child picked up at the designated time may ultimately result in discontinuation of daycare services at the Lyndon Play & Learn Center.

Signature of Parent / Guardian

Date