

**St. Matthew United Methodist Church  
Early Learning Center**

**Late Pick Up Policy**

A late charge of \$5.00 per every ten minutes, or **any part thereof**, will be assessed for children left at the center beyond our scheduled closing time of 6:00 P.M.

**Cash payment must be made upon arrival or the next morning.** Repeat instances will result in your child being dropped from the center.

We will give you 15 minutes to get here. After 15 minutes and the child is still in our care we will call the emergency numbers listed in your child's file. If we cannot reach the emergency persons listed, we will call the police department (St. Clair County Sheriff) at 6:45 P.M. We acknowledge responsibility for the child until the parent or outside authorities have arrived.

It is of the up most importance that we maintain a current and up-to-date emergency contact number on file. Please notify the center with **any** changes in your child's file.

Staff will not hold the child responsible for the situation and that discussion of the issue will only be with the parent of guardian and never the child

When you are late your child becomes concerned and worried. A phone call would be greatly appreciate. Thank you.

**Child's name** \_\_\_\_\_

**Parents Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Director Signature** \_\_\_\_\_