



Aftercare Late Policy

Aftercare at Advent Lutheran School ends promptly at 5:30PM. We understand that emergencies occur. We kindly ask you to consider your child's well-being and our staff's responsibilities outside of Aftercare. Their time is also valuable and they may have other obligations. Please call the office of Aftercare if you anticipate being late on any given day. **Calling does not waive the late fees** but does allow Aftercare staffing to make arrangements for supervision of the child until the parent /guardian arrives. We also ask that you contact your alternate authorized contacts to arrange to pick-up your child timely to avoid late fees.

Parents/guardians must pay a considerable late fee if the child is picked up after Aftercare ends. **A fee of \$15.00 for up to every fifteen (15) minutes is charged to your account on FACTS.** (Examples 5:31PM-5:45PM=\$15.00, 5:31PM-6:00PM=\$30.00, 5:31PM-6:15PM=\$45.00 etc.) **AFTER 3 LATE PICK UPS, YOUR CHILD WILL BE SUSPENDED FROM AFTERCARE.** Parent(s)/Guardian(s) must sign the "Late Pick Up" sign out sheet upon arrival. If the parents or persons authorized by parents fail to pick-up a child at the time of Aftercare's daily closing, the procedure shall require:

- The child is supervised at all times.
- Staff attempt to contact the parents or persons authorized by the parents.
- An hour or more after closing time, provided that other arrangements for releasing the child to his/her parents or additional authorized contacts have failed, and staff cannot continue to supervise the child at the center, staff shall call the Florida DCF's (Division of Children and Families) 24-hour Child Abuse Hotline (1-800-962-2873) to seek assistance in caring for the child until the parents/authorized contact is able to pick up the child.