

**LINCOLN PARKS and RECREATION
LATE PICK-UP POLICY and FEE**

It is Lincoln Parks and Recreation policy to assess a “late pick-up fee” to any parent/guardian that fails to pick up their child(ren) prior to the program closing time. This is necessary due to the increasing number of late pick-ups that are occurring. A Lincoln Parks & Recreation Incident Report will be completed each time a child is picked up late.

Parents/Guardians may be assessed a \$5 late fee PER CHILD for every 15 minute block of time they are late (i.e. 5:31-5:45=\$5/child & 5:46-6:00=\$10/child). Payment can be made on site to the Parks and Recreation staff when the child(ren) is/are picked up. This fee must be paid prior to the child(ren) attending the service again.

Unless staff has been notified of an unavoidable and extreme emergency that requires a late pick-up the Lincoln Police Department and Child Protective Services will be notified 15 minutes after the program closing time. We regret this action and we understand the concerns this may cause you, but proper notification in the case of “child abandonment,” must occur as it is the law. If asked, the Parks and Recreation Department will press charges and any necessary information will be shared with the proper authorities.

For the safety and security of your child, and per licensing requirements, Parent(s)/Guardian(s) must come into the Center to pick up children. Children will not be allowed to leave the center without their authorized escort. Children will not be allowed to walk home unless we have a signed release on file indicating that parents approve of the children doing so.

Your signature on the Family Information Packet indicates that you have read and understand our late pick-up policy and fee; that you will abide by the policy to the best of your ability; and that you will pay any fees that accrue due to being late to pick up your child(ren).

Signature of Parent/Guardian

Date

Child's Name

School

