



# FAMILIES OF FAITH CHRISTIAN DAY CARE

24466 W Eames St \* Channahon, IL 60410 [www.fofca.com](http://www.fofca.com)

\* 815-557-8107

## LATE PICK-UP POLICY

- Parents/Guardians will be charged \$5 for the first 15 minutes they are late to pick up their child past the scheduled pick-up time. After the first 15 minutes, the parents/guardians will be charged \$1 a minute until the child is picked up.
- After the first 15 minutes, the daycare provider will attempt to call the parents/guardians one time. After the first attempt, the daycare provider will begin calling each of the names provided on the Emergency Call List one time each. If after 5 minutes the daycare provider is unable to reach the parent/guardian or someone listed on the Emergency Contact List, the daycare provider will call either the police and/or the DCFS child abuse/neglect hotline.
- It is imperative that parents/guardians keep the Emergency Contact List up to date.
- The day care provider is responsible for the protection and well-being of the child until the parent/guardian, police and/or DCFS has picked up the child.
- The day care provider understands that the child is not responsible for the situation. Therefore, any conversations related to the situation will only be discussed with parent/guardian, never the child.

**Name of Child/Children** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

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

Note to Provider: Please remember that a child can only be released to a parent/guardian, authorized pick-up person, police or Department of Children and Family Services. A child should never be released to a person listed on the emergency contact list unless the emergency contact person has also been approved in writing by the parent/guardian to pick-up the child.



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