

**Norfolk State University
Preschool Academy**

Late Pick-Up Policy

There is a late pick-up charge of **\$2.00 per minute** during the **first five minutes** past your scheduled dismissal time. The late fee increases to **\$5.00 per minute** after that. Payment is due within three days.

Families will be charged a late pick-up fee if a child is not picked up by the end his/her program. If a child is not picked up by the end of his/her program, and we are unable to contact the parents or someone on your emergency list, we will alert the police and the Virginia Department of Social Services. Non-compliance with our Late Pick-Up Policy will result in the following: The Program Director reserves the right, based on the frequency of situations such as picking a child up late (more than three times), to make the decision to terminate enrollment services. In the event this should occur, the Program will give the family a two-week notice in advance to allow them time to find alternative early childhood services (extreme situations, however, will result in immediate termination of enrollment).

I have read the late pick-up policy _____ *(initial)*

I understand the late pick-up policy _____ *(initial)*

I will abide by the late pick-up policy of the Norfolk State University Preschool Academy _____ *(initial)*

Print Child's Name

Parent/Guardian Signature

Date