

# **LATE POLICY**

The Cupertino Recreation & Community Services Department has established a late policy for the Preschool program. This policy is intended to encourage parents to pick up their children on time. It is imperative that your child is picked up promptly at the conclusion of the daily program.

**Parent will be charged \$1.00 for every minute late. Payment will need to be made at the Recreation & Community Services office before the child may return to class.** A preschool participant may be dismissed from the program at the discretion of the supervisor if the parents continue to be late picking up their child from preschool.

The Cupertino Recreation & Community Services Department realizes that emergencies may occur that will prevent you from picking up your child promptly. However, we ask that you contact the teachers in these situations and send a family member or friend to pick up your child. **Please remember that we will not release your child to anyone that is not listed on the Participant/Emergency Information card.** If you have any questions regarding this policy please contact Marilu Mejia at 777-3124. Your cooperation and continued support regarding this matter are greatly appreciated.