



**CITY OF CUPERTINO
PARKS & RECREATION DEPARTMENT**

QUINLAN COMMUNITY CENTER
10185 STELLING ROAD • CUPERTINO, CA 95014
(408) 777-3120 • FAX (408) 777-3137

LATE PICK-UP POLICY

PARENTS WILL BE CHARGED A \$10.00 LATE FEE PLUS AN ADDITIONAL \$2.00 FOR EVERY MINUTE LATE:

- When a parent is late for pick-up it may scare or upset the child.
- The Cupertino Parks and Recreation Department realizes that emergencies may occur that will prevent you from picking up your child promptly. However, we ask that you contact the Recreation Office (408-777-3120) in these situations and send a family member or friend to pick up your child. Please keep in mind the office closes at 5pm Monday through Friday.
- Please remember that we will not release your child to anyone that is not listed on the Participant Emergency Card.
- Please keep in mind that if late pick-up happens consistently, you may risk being withdrawn from the program.
- Late pick-ups will be notified to the Registration Office, payment will need to be made at the office before the child may return to class.

If you have any questions regarding this policy, please contact Mariah Greene at mariahg@cupertino.org. Your cooperation and continued support regarding this matter are greatly appreciated.

Sincerely,

Camp Cupertino

Cupertino Parks & Recreation Department