



LATE PICK-UP POLICY

Following the end of each EduArts class, parents will be charged for late pick-ups. Instructors are not otherwise compensated for this time, so it is important that they collect funds for childcare. The late fee policy is outlined as follows:

- **At the 10-minute late mark, there is a \$5 fee and \$1 for every additional minute.**
- If you are going to be more than 20 minutes late, please ask someone else on your child's authorized guardian list to pick them up. In the event of an emergency, please inform the instructor of the situation and they will determine if the late pick-up policy applies.
- If your child is not picked up within the first 30 minutes of the program closing, there may be the consideration of removing your child from the program.
- **At the 10-minute late mark, the instructor will ask the pick-up person to fill out a late-fee form, and the EduArts program director will get in touch with the family about payment.**

By filling out your child's registration form for the class, you are agreeing to these terms. For any questions or concerns, feel free to contact eduarts@baay.org.



LATE FEE FORM

EduArts Instructor Name: _____

EduArts Class/School: _____

Student Name: _____

Parent/Guardian Name: _____

Email & Phone Number: _____

Time Picked Up	Late Fee (\$5 at 10 min + \$1 per min)

Signatures

EduArts Instructor

Parent/Guardian

Date: _____

For Office Use Only

Form Received		Payment Received	
Date:	Initial:	Date:	Initial