

First United Methodist Church
72 Lake Morton Drive
Lakeland, Florida 33801

Neighborhood Ministries
Late Pick-Up Policy

Attention: The following page contains important information, please read carefully.

Dear Parents and Staff:

When signing a child up for the program, each parent signs and returns a letter stating that they are aware that their child needs to be picked up or walk home by 5:15PM at the latest. This time is set due to responsibilities that the staff have, outside of work, such as classes, that make it necessary for them to leave at that time.

The first offense will be a verbal confirmation that the parent is aware of the late pick-up policy. The parent/s will sign a form stating that they have been told that this was their first offense, and what will happen on subsequent offenses.

The second offense will result in a \$1.00 per minute charge.

The third offense will result in a \$2.00 per minute charge.

The fourth offense will result in the parent/s appearing before the Neighborhood Ministries Council with a plan on how they are going to eliminate the problem of late pick-ups for their child/ren to be able to continue in the program.

Additionally, we understand that occasionally it is unavoidable to be late, and *individual cases will be dealt with on an individual basis*. In these situations, a phone call is greatly appreciated and needed. Please don't hesitate to call. It is always good to be able to tell the child/ren that their parent was simply delayed and that they will be here momentarily. If we have not heard from the parent by 5:25, we will try and contact them, if we are unable to make contact with them by 5:45, the police will be contacted for their assistance in finding the parent.

Please make sure that we have updated contact information on file. This will make things much easier should a situation ever arise that the parent needs to be contacted about, such as an illness, an accident, or a disciplinary problem. We thank you all for your support and cooperation, and are looking forward to a continued year of success in Neighborhood Ministries.

In His Love,

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