



PARKS AND RECREATION Policies and Procedures

Policy Manual
General Directive
Late Pick Up Fee

I. Purpose

To ensure the timely pickup of participants from Parks and Recreation programs.

II. Definitions

Child Care Activity shall mean any activity in which the duration of the program is a minimum of three (3) hours each day.

Consecutive Program shall mean a program that begins no more than fifteen (15) minutes after the end of a child care activity.

Late Pick Up shall mean any child(ren) not picked up prior to the end time of the program that does not offer late pick up or does not have a current Sign In/Out waiver on file.

Parent Guide for Youth Programs is a handbook for parents/guardians to make them aware of our rules and regulations regarding participation of the Parks and Recreation Department's programs.

RecTrac shall mean the recreation software program used by the Parks and Recreation Department.

Severe Weather shall mean any dangerous meteorological phenomena with the potential to cause damage or loss of human life, including but not limited to thunderstorms, tornadoes, hail, flash flooding, high winds, and lightning.

Sign In/Out Waiver is a form that allows parents/guardians the ability to allow their child to sign themselves in and out of a program without the presence of the parent/guardian.

III. Policy

A late pick up fee will be charged to a parent/guardian if the child(ren) is/are not picked up prior to the scheduled end time of the program. The time is determined by RecTrac.

The first late pick up constitutes a verbal warning, no fee will be charged, and the parent will be provided a copy of this policy. Each occurrence after that will be charged at \$5.00 for each 15 minutes or any fraction thereof for each child. For example:

6:01 p.m. to 6:15 p.m.	\$ 5.00
6:16 p.m. to 6:30 p.m.	\$10.00
6:31 p.m. to 6:45 p.m.	\$15.00
6:46 p.m. to 7:00 p.m.	\$20.00

Late pick up fees will be placed on the household as a balance in RecTrac and must be paid within five business days from issuance of fee. Additional action may be taken for repeat offenses as stated in the Parks and Recreation Department Parent Guide for Youth Programs.

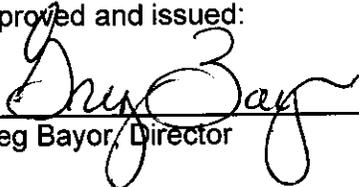
If a child has a Sign In/Out Waiver on file, the child will sign out at the end of the program and the Parks and Recreation Department staff will not be responsible for direct supervision of that child and no late fee will be charged.

If the child does not have a Sign In/Out Waiver on file, the child will not be allowed to sign themselves out of the program and will still be under the direct supervision of Parks and Recreation staff until the parent/guardian signs the child out and they will be charged accordingly, even if the site remains open for additional programming.

If the child does not have a Sign In/Out Waiver on file and has enrolled in a consecutive program at the same site as the child care activity they attend, the direct supervision of the child will be transferred from the Parks and Recreation staff of the child care activity to the Parks and Recreation staff or instructor teaching the consecutive program and no late pick up fee will be charged for the child care activity.

If any program is interrupted and/or cancelled by severe weather at the discretion of the Parks and Recreation Department's Director or his/her Designee, the late pick up fee will be waived.

Approved and issued:



Greg Bayor, Director

12-5-16
Date