

## Late Pick Up Policy

The primary responsibility of the JCC CHICAGO is your child's protection and well-being. Therefore, the following policy has been set in place in the event that you do not pick up or arrange to have someone pick up your child at the designated, agreed upon time.

1. JCC CHICAGO will attempt to reach all emergency contact numbers, including parents or guardians at home, work, and cell phone followed by emergency contact numbers as provided by parents.
2. It is your responsibility as parents or guardians to keep JCC CHICAGO informed of any changes in the emergency contact numbers.
3. In the event that you have not notified us about a late pickup, after 3 unsuccessful attempts to reach all of your contact numbers and one hour has elapsed, JCC CHICAGO will call outside authorities such as the police.
4. A late fee of \$10.00 will be assessed if you are up to 10 minutes late and an additional \$2.00 for every minute thereafter until your child is picked up and signed out. This fee will be doubled on Fridays and early holiday closings.
5. Under all circumstances, the staff of JCC CHICAGO shall not hold your child responsible in any way for the late pickup, and discussion of this issue will only be with the parent or guardian and never with your child.