

Late Pick-Up Policy

MudPie University Preschool maintains a 1:6 staff to student ratio as mandated by Illinois State licensing laws. If you pick up your child late, this ratio can be affected, putting us in danger of losing our license. Also, children know when they are supposed to be picked up and may become anxious when you are late. Therefore we urge you to read our late pick up policy carefully and **PLEASE** remember to pick up your child promptly throughout the school year.

Parents are allowed one late pick up, at which time they are given a **Late Pick Up** notice. After the first late pick up, parents will be charged late fees as follows.

Up to 10 minutes late	\$5
10-15 minutes late	\$10
15-20 minutes late	\$15
20-25 minutes late	\$20
25-30 minutes late	\$25

If you are more than 5 minutes late, your child will be brought back inside and calls will be made first to parents and then to all emergency contacts on file. Messages will be left when possible. If we are unable to contact anyone within 30 minutes, DCFS and/or the Metamora Police Department will be notified. **Please be sure to notify MPU of any changes to your emergency contact information. It is important that this information stays up to date.** MudPie University will remain responsible for all children until a responsible party arrives for pick-up. We will not discuss the circumstances of the late pick-up with the child unless requested to by the parent.

Parent Name _____

Parent Signature _____