

Berkeley LEARNS After School Programs

Late Pick-Up Notice

This is your official written notice that a late pick-up has occurred. Please note the following policies regarding pick-up times.

- **Students must be picked no later than 6:00 p.m.** If a child is left at the program after 6:05 p.m., we will consider this a late pick-up. Frequent late pick-ups may result in your child/children no longer being able to participate in the program.
- The person who picks up your child/children must be at least 12 yrs. of age.
- After the first late pick-up you will receive verbal or written notification.
- Each subsequent late pick-up results in a \$10 fine per child. If your child/children remain at the school after 6:15 p.m., there is an additional charge of \$1 per child, per minute. The fine is due upon pick-up.
- If your child/children take the bus to another school within the zone and is picked up there, the fee will be in effect for late pick-ups and **may result in your child no longer being able to take the bus.**

Please feel free to give the Berkeley LEARNS District Office a call with questions or concerns @ 883-6146.

Thank you,
Emily Davidow
Berkeley LEARNS Program Supervisor