

# Aunt Nancy's Childcare

1801 E. Lincoln Hwy. \* New Lenox, IL. \* 60451 \* 815-462-2923  
201 Colorado Ave. \* Frankfort, IL. \* 60423 \* 815-464-4285  
19900 S. Harlem Ave. Frankfort, IL 60423 \* 815-534-3248  
21701 S. Gouger Rd. New Lenox, IL 60451

## LATE PICK UP POLICY

As you are aware, Aunt Nancy's hours of operation are from 6:30 a.m. until 5:30 p.m. Due to the inconvenience placed upon the staff, and the fact that the staff has be compensated for their extra time, there is a late fee charged to all parents who arrive after the closing time of 5:30 p.m. The fee is charged as follows:

### **\$5.00 for every 1 to 15 minutes that you are late**

For example, if you arrive between 5:31 p.m. and 5:45 p.m., you will be charged \$5.00. If you arrive between 5:46 p.m. and 6:00 p.m. you will be charged \$10.00, and so forth. This fee will be due upon arrival the same day that you are late, and will be figured from our clock, not yours. After the first ten minutes, the summer camp provider will attempt to call the parents/guardians. If the parents/guardians are unreachable, the daycare provider will begin calling each of the names provided on the Emergency Contact List. If after 30 minutes the daycare provider is unable to reach the parent/guardian or someone listed on the Emergency Contact List, the daycare provider will be forced to call either the police and/or DCFS child abuse/neglect hotline.

It is imperative that the parents/guardian keep the Emergency Contact List up to date. Aunt Nancy's is responsible for the protection and well being of your child/children until the parent/guardian, police, and/or DCFS has picked up your child. The staff understands that the child is not responsible for the situation. Therefore, any conversations related to the situation will only be discussed with the parent/guardian, never the child.

The staff here at Aunt Nancy's is committed to providing your child with best possible care between the hours of 6:30 a.m. and 5:30 p.m. The employees work long hours and are ready to begin and end their day on time. It is important that you respect their time.

Respectfully,

Nancy Power  
Owner

Barb Calibraro  
Executive Director

Directors:  
East: Monique Davis  
Central: Shawn Seibert  
North: Sherry Graf  
West: Rose Beebe

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_