



Art In The Park
Trinity Bellwoods

Late Fee Policy

The Trinity Bellwoods Community Children's Group/CARE understands that there may be circumstances beyond your control that prevent you from picking up your child/children before our closing time. However, we ask that you please respect our hours of operation by dropping off and picking up your child within the program hours. If you know you will be late, please call **647-518-6138** to let us know. Please note, you will still be expected to pay late fees.

Hours of Operation

Regular Program 9:00 am to 4:00 pm
Extended Care 4:00 pm to 5:30 pm

It is expected that campers registered in the Regular Program will be picked up no later than 4:00 pm and will vacate the AITP site as soon as possible. Please respect that other families have registered and paid for the Extended program, permitting their children to be on site after 4:00 pm. For campers in the Regular Program, our Late Fee Policy comes into effect at 4:01 pm.

It is expected that campers registered in Extended Care will be picked up no later than 5:30 pm and will vacate the AITP site as soon as possible. The summer camp CLOSES promptly at 5:30 pm by our clock's standards. For campers in Extended Care, our Late Fee Policy comes into effect at 5:31 pm.

Any discrepancy in time differences will be left to the discretion of the staff on duty for that evening.

Fees

- **\$1.00 per minute Late Fee for each minute you are late when picking up your child.**
- **After 10 minutes, the fee increases to \$5.00 per minute until the caregiver arrives.**
- The late fee is charged per child, not per family.
- All late pick up times are documented.
- Staff members are not paid over-time. Therefore, Late Fees should be paid in CASH, directly and immediately to the staff caring for your child/children at the time of drop off & or pick up.

Abuse of Late Fee Policy

Should families continually refuse to observe our operating hours, a review of your file will be conducted. If patterns of abuse of the Late Fee Policy are concluded, the matter will be reviewed by the Board of Directors. The Board of Directors may terminate child care services/withdraw camp registration if parents/guardians are clearly abdicating their responsibility in this way.

Late Fee Procedure

When a caregiver is late picking up a child, the following process must be followed by staff.

1. If a child is not picked up at the time the program ends, caregivers are immediately contacted by staff. If parents are non-responsive, the child's emergency contacts are called.
 - a. Caregivers should provide an approximate time as to when the child will be picked up.
2. The caregiver must sign and date the Late Pick Up Form as part of AITP's documentation process.
 - a. If an adult arrives to collect a child that is not someone who would usually collect the child, staff will contact the parent for verbal or written confirmation or parental consent. Children are never released to non-authorized persons.
 - b. Staff will check for valid identification when parents authorized new adults to pick up their child.
3. Staff will 'check out' the child on the CampBrain app or sign them out on the attendance sheet if applicable.
4. **The caregiver must pay, in cash, the appropriate late fee directly to the staff person(s) that were watching the camper(s).**

Guidelines

Late fees are paid separately and are not carried over, adjusted or paid in conjunction with your "regular" summer camp fees.

Late fee charges will be based on Art In The Park's clocks. Any discrepancies in time differences will be left at the discretion of the staff on duty for that evening.

As child care workers, we are compelled by law to forward any concerns that would constitute child abuse. This includes when children are left at the center and not picked up after our closing time and/or no arrangements have been made by the parents to pick up their children, and/or the emergency contacts/parents cannot be located.