

Pick up Policy  
ICC Child Center, East Peoria

- 1) We charge a late fee of \$1.00 per minute that begins to accrue at 4:48pm in the full time rooms.
- 2) We charge a late fee of \$1.00 per minute that begins to accrue at 3:03pm for the Hourly room (unless other arrangements have been made).
- 3) If you do not arrive by closing time, our staff will begin attempting to reach you. If we cannot reach you, we will begin calling your emergency contacts. If we cannot reach anyone to pick up the child, we will call ICC's Public Safety after 30 minutes of trying to reach you.
- 4) It is important to keep your phone numbers and your emergency contact phone numbers up to date.
- 5) We will always maintain responsibility for your child until you arrive or until Public Safety arrives.
- 6) Your child is never responsible for these situations and we will never discuss this situation with your child.

Melanie Fleming, Manager, ICC Child Center  
East Peoria Campus

I understand the late pick-up policy of ICC Child Center.

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_