



# **City of Waterbury Department of Public Works Bureau of Recreation**

## **Late Pick Up Policy**

The City of Waterbury, Bureau of Recreation has adopted the following "Late Pick Up" policy for all of our programs.

The following is a schedule of payments that will be charged if you are late picking up your child or children. These fees must be paid before your child can return to our program. All fees apply per family living at the same address.

- 15 minutes past scheduled program end time: \$5.00 fee
- 30 minutes past scheduled program end time: \$10.00 fee

In the event that a child is not picked-up 30 minutes after the scheduled program, and all attempts of contacting has been made to reach the parent/guardian or other emergency persons, it will constitute an "emergency situation". The Bureau of Recreation staff will take steps to assure the safety of the child, which may include contacting Child Protective Services and/or the Waterbury Police Department. Thereafter, the incident will be documented and kept on file with the Bureau of Recreation.

If a parent/guardian is consistently late in picking up their child or children, the Bureau of Recreation reserves the right to remove the child from our program.