



**THE CHILDREN'S WAY
LATE FEE FORM**

LATE FEE CHARGES:

Arrival after the contracted pick-up times of 11:30, 1:00, 3:00, 4:00, and 5:30:

- \$15.00 – for the first 15 minutes or part thereof
- \$ 1.00/minute after the first 15 minutes

FEE PROCEDURE:

- After the first late arrival, parent/guardian will receive a verbal or written warning.
- All subsequent late arrivals, parent/guardian will be charged a late fee per the policy in the parent handbook. A bill will be emailed the next business day.
- Payment is due the next day your child attends TCW. Make check payable to "WSCP", with "TCW" noted on the memo line, cash is not accepted per the policy of the Wayland Public Schools.

Date	Designated Pick-up Time	Time Arrived
	<input type="checkbox"/> 11:30am <input type="checkbox"/> 1:00pm <input type="checkbox"/> 3:00pm <input type="checkbox"/> 4:00pm <input type="checkbox"/> 5:30pm	

Parent Signature

Staff Signature

Thank you for your prompt payment!

(Cut Here)

STUDENT NAME: _____

CLASSROOM: _____ DATE: _____

Designated Pick-up Time:

- 11:30am
 1:00pm
 3:00pm
 4:00pm
 5:30pm

Time Arrived: ____:____ Late Fee: \$ _____