**[Date]**

**After School Late Pickup Policy**

The YMCA understands that *emergencies or accidents do happen*. However, the YMCA policy for late pick up is as follows: **$5 for the first 10 minutes after the program is officially closed (starting at 6:05 pm) and $1 every minute after that first 10 minutes**.

If you are going to be late, please first contact the YMCA or site coordinator. If you cannot reach the site please contact the YMCA branch. If you are going to be more than 20 minutes late, please ask someone else on your pick-up list to come for your child. If you call before arriving late, you and the staff will be able to work out the details prior to your arrival. Payment for picking up children late must be paid at that time.

**Sincerely,**

**[Name of Site Director]**

**Site Director at [Site Name]**