



25631 Peter A. Hartman Way, Mission Viejo, California, 92691

949-460-2777

communityservices.svUSD.org

LATE FEE POLICY

If your child(ren) is picked up late, a \$10.00 fee will be assessed for every fifteen minutes after pick-up time. **The fee must be paid before the child(ren) returns to Kids Factory or any Community Services Department program.**

Late Fee:

- ❖ 5-15 minutes late - \$10.00
- ❖ 16-30 minutes late - \$20.00
- ❖ 31-45 minutes late - \$30.00
- ❖ 46 minutes & later - dismissed from the program

Parents will receive one written warning the first time their child(ren) is picked up late; however in the case of extreme tardiness (beyond 15 minutes), the fee will be assessed on the first occurrence. If this occurs a second time, the parent must pay the late fee before the child(ren) may return to the program or any Community Services program. If this occurs a third time, the participant will be subject to dismissal from the program.

All activities are held outdoors and subject to cancellation due to unfavorable weather conditions such as rain, wind, and extreme heat or cold. In the event of cancellation, staff is sent to the sites to ensure the safety of the children and to make sure that all participants are made aware of the closure. Any staff required to stay with a child beyond the first fifteen minutes of the program will require a late fee to be assessed.

Payment can be made through the Community Service Department Office located at the District Office, 25631 Peter A. Hartman Way, or by calling 949-460-2777.

On-site Kid's Factory staff cannot receive a late payment of any kind. When the child(ren) returns to the program, the parent or child must provide a copy of the receipt to the on-site staff before he/she is admitted back into the program.

If you have any questions regarding this policy, please feel free to call the Community Services office at 949-460-2777.

Thank you for your cooperation in this matter.

Sincerely,

Kid's Factory Staff
SVUSD Community Services Department