

Date

Dear Parent,

This is your friendly reminder that I have a strict pick-up policy and closing time in my home daycare. When you registered your child, you signed my contract stating the hours of operation and agreed to those terms.

My policy states children must be picked up by 5:00 pm. I charge \$1/per minute starting at 5:00.

I understand that emergencies arise. I also understand that traffic can be challenging or hectic. However, I expect all children to be picked up on time. Traffic issues do not excuse the late fee that will be charged. When your child is picked up late, I am required to remain working, therefore, unable to keep my commitments.

I absolutely love caring for your child but need you to honor my policy to continue doing so. Thank you for your commitment to be on time from here forward.

Sincerely,

At this time, you owe _____ due before drop off tomorrow.

Child's Name _____ Date _____ Parent
Signature _____