



February 21, 2011

To Preschool Parents/Guardians:

The All Saints Catholic School Advisory Board has been asked to solve the problem with late pick up of students at dismissal. Research shows that other preschools in our area have found such a policy to be necessary. Little Saints Preschool is implementing a Late Pick-up Policy effective immediately.

Our preschool hours are 8:00-11:00 am (morning sessions) and 12:15-3:15 pm (afternoon session). Please **call** the Office if you are going to be ten (10) minutes or more late because of an **emergency**. This way the Preschool staff and your child will not worry and you will not be charged a late fine.

There will be a fine of five dollars (\$5) if your preschool child is not picked up within ten (10) minutes of dismissal. This fine will be for each day this happens. An additional five dollars (\$5) will be charged for each additional ten (10) minutes, for example ten (\$10) total for twenty (20) minutes late.

If you arrive late the preschool teacher or aid will hand you a reminder slip to pay your Late Pick Up Fine in the A.S.C.S. Office. You are asked to pay this fine immediately or before your child's next class. Failure to pay this fine within a week will necessitate a meeting of the parent or guardian with the preschool director and pastor.

A late pick up takes away from the staff's planning time and/or other duties. Being on time is a good lesson to pass on to your child.

Please sign the form below and return to Little Saints Preschool by August 29, 2011.

Thank you for your prompt arrival to bring your child to Preschool each day and to pick them up at dismissal.

In Christ,

Fr. Thomas Lux, principal

----- Please sign and return the form below. -----

I have read and agree to the Late Policy for Little Saints Preschool

Parent/Guardian Signature: _____ Date: _____