EXTENDED DAY PROGRAM
Late Sign Out Sheet

Extended Day closes at 6:00 PM daily.
Late fees are charged for each child not picked up by 6:00 p.m.

A late fee charge of $10.00 will be assessed for every ten minute interval or portion thereof. The late fee is charged *per child*; therefore, if a parent is picking up more than one child then the late fee will be assessed for each child.

Example: If the child is signed out at 6:18 PM, the charge would be $20.00.
6:00 – 6:10 $10.00
6:11 – 6:18 $10.00
(If the parent signed out two children at 6:18 PM, the charge would be $40.00)

Student(s) Name(s):			
Date of Late Pick-up:			
Time of Late Pick-up:			
Parent Signature:			
Date Paid:		**Amount Collected:**	
Indicate Receipt Number or Payment by Tuition Express		**Received By:**	

Two employees are required to stay when children are left after 6:00 p.m. The employees that stayed late will split the late fee.

Employees to split late fee	Amount to be paid:

Employees will be paid the late fee only if the late fee is collected, deposited into the CPSB Extended Day Program account and recorded in ProCare. The Late Sign-Out Sheet must be attached to the employee's Supplemental Payroll Forms when it is submitted to payroll. A copy must be kept on file at the school. The late fee to be paid (not the employee's hourly rate) must be included on the Supplemental Payroll Form in the Additional Pay Column.

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Site Director

Total Amount Collected