

**Consent to Late Fees**  
**SPECIAL MEMORANDUM FOR PARENTS**

Dear Parent:

We have adopted a variety of procedures to help ensure that our programs operate smoothly and that your child is well cared for while under our supervision. Two of these procedures require your involvement and support – especially those related to signing in and out and picking up your child. While we try and accommodate families in whatever ways we can, these procedures must be followed rigorously for our camp to function safely and responsibly.

**PROCEDURE REGARDING SIGNING CHILDREN IN AND OUT OF CAMP**

An adult must sign each child in and out. When you either arrive or leave with your child, please complete the designated daily arrival and departure forms. If your child has permission to travel to and from camp independently, and you have completed the designated form, he or she must also ask a camp staff member or counselor to sign him or her in or out! *(He or she will also be informed of this requirement).*

**PROCEDURE REGARDING PICK UP OF CHILD**

All children without authorization to travel to and from camp on their own must be picked up no later than five minutes after the conclusion of his or her program.

Because of the need for compliance with these procedures, and past difficulties in engaging some parent's cooperation to the extent that is needed, we reluctantly began charging a fine for failures to sign a child in or out or pick him or her up late. We want you to be fully aware of this fine, in the unfortunate even that we will need to collect it from you.

**FINES**

If you have not made prior arrangements for after-camp care/independent travel\*, after a five minute grace period, you will be fined a late fee of \$1 per minute. The \$1 per minute fine will continue to accrue until your child is picked up. If your child has not been picked up after thirty (30) minutes following the conclusion of camp, he or she will be taken to the home of one of staff and you will be called and notified of where he or she is located. If you do not sign your child in or out, an additional \$5 fee will be charged to you on the day he or she has come or left camp without being signed in or out. We will ask you to pay for fine immediately, either when you pick up your child, or the following day.

We ask that you sign below to verify that you fully understand the policies and procedures noted above.

**Name/Signature**

**YOUR CHILD'S NAME**

**Please return on or before the first day of camp!**