

Child's Name: _____

Revised 4/2019

Date Due: _____

Late Fee Form Procedure

- Complete form at time of late pick up
- Mark box for fee to be paid to staff or applied to program
- Email completed form immediately to rduran@beanstalk.ws
- Attendance Clerk
- Center Supervisor will check form for completion, sign completed original and submit with payment

This form must be completely and accurately filled out

Revised 2/18

LATE PICK-UP FEE

Date: _____ Center Name: _____

Enrolled Family Name: _____

Minutes Late: _____ Name of Staff staying with child: _____

Amount Due: _____ Number of Late Pick Ups _____

Comments: _____

Scheduled Out Time: _____ Time Picked Up: _____

Site Supervisor's Signature: _____

Fee to be paid to staff Fee applied to program

*Fee is paid to Staff named above

Send this form with payment to the C.O.

