Child's Name:_____

Revised 3/2026

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 ctaylor@beanstalk.ws Receptionist & Office Support
- Center Supervisor will check form for completion, sign completed original and submit with payment

This form must be completely and accurately filled out

Revised 3/2026

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.

