

RLC PTO - ASA LATE PICK-UP FEE CHARGE

ASA Session Date: _____

Late Pickup Time: _____

ASA Day of Week: _____

Child's Full Name: _____

ASA Onsite Coordinator: _____

Parents picking up their children after 4:30pm will be assessed late pickup fee per the RLC PTO ASA Team policies described on RLC PTO After School Activities Page - <https://www.lcps.org/Page/197829>.

All parents consented to these policies at the time of signing up their children to the RLC PTO sponsored ASA programs.

I am aware of the late fee charged in the event I do not pickup my child at the designated time after ASA session.

As stated on the RLC PTO After School Activities Policies page, I will be charged \$5.00 for any part of first 5 minutes beyond 4:30pm (that includes a 10min grace period) and \$1 for every minute after that – for a max amount of \$25 each incident.

RLC PTO ASA Onsite Coordinator will determine the exact pickup time based on their cellular time.

Signed: _____

Parent/Authorized Individual Full Name: _____

Parent/Authorized Individual Phone Number: _____