



September 23, 2014

Dear Affton Cougar Care Families,

Thank you for choosing to use Affton's aftercare program at your child's school. The year has gotten off to a great start and we appreciate all of your efforts to ensure a smooth and timely pickup procedure. Although late pickups are rare, and sometimes unavoidable, we wanted to take a moment and clarify the fees and procedure that will accompany late pickups.

When a late pickup occurs, the aftercare facilitator will complete a Late Pickup Form and have the parent/guardian sign it. The parent will receive a copy and a copy will be sent to Affton's finance department. The late charge will be applied to the next billing cycle.

Picking a child up after 6:05 p.m. is considered a late pickup and the following fees apply:

**Pickup between 6:05-6:15 p.m.: \$5.00 charge**

**Pickup between 6:15-6:30 p.m.: \$10.00 charge**

**Pickup between 6:30-7:00 p.m.: \$15.00 charge**

Thank you!

Affton Cougar Care Staff

