

# DAYCARE LATE PICK-UP AUTHORIZATION AND AGREEMENT FORM

Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Class/Group: \_\_\_\_\_

## Parent/Guardian Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Emergency Contact Name: \_\_\_\_\_

Alternate Emergency Contact Phone: \_\_\_\_\_

## Late Pick-Up Details:

Scheduled Pick-Up Time: \_\_\_\_\_

Actual Pick-Up Time: \_\_\_\_\_

Date of Late Pick-Up: \_\_\_\_\_

## Acknowledgment and Agreement:

I, the undersigned Parent/Guardian, acknowledge that I have arrived to pick up my child later than the scheduled pick-up time designated by the daycare center. I understand that late pick-up fees will apply as outlined in the daycare's policies. I agree to pay any applicable late fees promptly and recognize that repeated late pick-ups may result in additional actions as determined by the daycare center, including possible termination of enrollment.

## Late Pick-Up Fees:

1. The first 10 minutes past the scheduled pick-up time will incur a fee of \$15.
2. Each subsequent 10-minute increment will incur an additional \$15 fee.
3. Fees must be paid within 7 calendar days of the late pick-up event.
4. Failure to pay late fees may result in suspension or termination of daycare services.

## Emergency Contact Authorization:

If I am unable to pick up my child, I authorize the following person(s) to pick up my child on my behalf. I understand that the daycare center will require valid photo identification from authorized persons at pick-up.

Authorized Person's Name	Relationship	Phone Number

**PARENT/GUARDIAN SIGNATURE**

**DAYCARE REPRESENTATIVE SIGNATURE**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This agreement is governed by the laws of the United States of America and any applicable state laws. By signing, the Parent/Guardian acknowledges understanding and acceptance of the terms set forth in this Late Pick-Up Authorization and Agreement Form. This document constitutes a legally binding agreement enforceable in a court of law.

Original source of this document:

<https://formtemplate-us.com/daycare-late-pick-up-form/>

Did you find this template helpful?

Find more updated templates at:

<https://formtemplate-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.