



WESTGATE CHILD CENTER
 1613 GREAT FALLS STREET Suit 101A * MCLEAN * VIRGINIA 22101.
 (703) 893 - 6372 * Fax: (703) 821 - 2026. www.westgatechildcenter.com

Late Pick-Up Fee Form Lightning Bolts

Date: _____

In accordance with Westgate's Parent and Family Handbook, for each child picked up after Westgate's scheduled closing time, a late pick-up fee will be applied to your next month's tuition as follows:

3:01pm - 3:05pm: \$5.00 per child

3:06pm - 3:15pm: \$15.00 per child

After 3:15 there will be an additional charge of \$3:00 per minute per child

3:16pm.....\$18.00	3:21pm.....\$33.00	3:26pm.....\$48.00
3:17pm.....\$21.00	3:22pm.....\$36.00	3:27pm.....\$51.00
3:18pm.....\$24.00	3:23pm.....\$39.00	3:28pm.....\$54.00
3:19pm.....\$27.00	3:24pm.....\$42:00	3:29pm.....\$57.00
3:20pm.....\$30.00	3:25pm.....\$45:00	3:30pm.....\$60.00

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This notice confirms that your child(ren) _____
 was/were picked up at _____pm. Accordingly, the late pick-up fee
 amount equals \$_____. This amount will be added to your child's tuition
 payment next month.

Please sign below confirming your acceptance of the above late fee.

Parent Name: _____

Parent Signature: _____

Date: _____

Staff Name(s): _____