

PICK-UP AGREEMENT

The following agreement is made between _____ and
Parents/Guardians

_____ for the pick-up of their child/children _____
Provider Name
_____ from the day care home/group
Name Name Name
day care home/day care center.

I/We agree to pick up the above named child/children before _____ o'clock p.m. every day he/she/they are in child care.

If I/We fail to pick up our child/children by the appointed time, I/we understand that a late fee of _____ per quarter hour (or portion thereof) will begin to accrue after the above stated pick up time.

If I/We fail, without notice, to pick up my/our child/children at the above stated time, or arrange for someone else to pick them up, the provider will make 3 attempts to contact me/us. If the provider is unable to contact me/us, the provider should contact the emergency person listed on the Application/Record of Child Information sheet, or persons on the contingency list, to advise them my/our child/children are still in their care without notice from me/us. If, for any reason, there is no telephone service the provider will contact police to request assistance in contacting me/us or my/our emergency persons.

Provider agrees to keep my/our child/children for 1 hour after the above stated pick-up time, with late fees accruing, before contacting the local police and/or the Child Abuse Hotline if contact cannot be made with parents/guardians or emergency persons.

Provider will continue normal responsibilities for the child's protection and well being and agrees not to discuss your tardiness in arriving with your child/children beyond reassuring them you, or someone known to them will be there soon to pick them up.

Parents/Guardians agree to advise provider immediately of any changes regarding their personal contact information, including addresses and phone numbers for home and work and cell phone numbers. Parents/Guardians also agree to provide immediate notice to the provider of any changes for their emergency contact or contingency persons.

Parent/guardian

Provider A

Parent/guardian

Provider B

Date signed

Date signed

Dear Parent or Guardian,

This facility is required by the Department of Children and Family Services to provide you with this written notice requesting that you provide a certified copy of your child's birth certificate, or other reliable proof of identity and age of your child within the 30 days of enrollment. I will promptly make a copy and return the original certified copy to you.

If a certified copy of a birth certificate is not available, you must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate.

This facility is required by law to notify the Illinois State Police or local law enforcement agency if you fail to submit proof of the child's identity within the 30 day time frame. If we must contact the Illinois State Police or local law enforcement we are required by law to notify you in writing, that we have contacted them as required, and you have 10 additional days to comply by submitting the required documentation.

We are also required to report to the Illinois State Police or local law enforcement agency any affidavit received which appears inaccurate or suspicious in form or content. The facility shall flag the record of a child enrolled at the day care who is reported by the Illinois State Police as a missing person, and shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child. [325 ILCS 50/5]

If you have any questions about this procedure please feel free to contact _____ at _____.

Thank you,

Name of Day Care Home Provider

Name of Child

Parent/Legal Guardian Signature

Date

**COPY SIGNED NOTICE AND PLACE IN CHILD'S FILE / GIVE
ORIGINAL TO THE PARENT**