



Brian Kay, Director • **Tami Letcavage**, Assistant Director • **Emily Minna**, Recreation Coordinator
Kathy Edwards, Account Clerk

Summer 2021

Dear Playground Parent,

You are receiving this letter because your child has been:

_____ Dropped off before the program begins
_____ Left unsupervised at lunch
_____ Picked up from the program after it has closed

For the sake of your child's safety, this is not allowed.

The first time any of these situations occur, this letter is issued to explain the policy. All fees are per family:

_____	1 st occurrence		warning letter
_____	2 nd occurrence	3 min. – ¼ hour	\$5.00*
	¼ hour - ½ hour	\$10.00*	
		½ hour – 1 hour	\$25.00*
_____	3 rd occurrence	5 min. – ¼ hour	\$5.00*
	¼ hour - ½ hour	\$10.00*	
		½ hour – 1 hour	\$25.00*
_____	4 th occurrence	dismissal from program	

*** Lunch Pass Program-** If you choose to enroll, late parent fee will be applied towards lunch pass
If a late fee is incurred it must be paid online or at the Clinton Township Recreation office *before your child can return to our program.* Late fees will be added onto your account by 4:30pm on the day of the occurrence. On-site staff cannot accept payment.

We appreciate your understanding and support of this policy. At Clinton Township Recreation, your child's safety is our primary concern. We can no longer exceed our budgeted salaries to accomplish this goal; however, working together we can keep your child safe and preserve the programs we all love so much.

Sincerely,

Brian Kay, CPRP
Director

Tami Letcavage, CPRP
Assistant Director