



ROULHAC'S PRESCHOOL

Established in 1940

390 South Yates Road
Memphis, TN 38120
Phone: 901.683.1515
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Late Pick-up Policy

Closing time at Roulhac's is 6:00PM. All the faculty members expect to leave work at that time, just as you expect to leave your job at your scheduled time off.

We understand that ***occasionally*** you are delayed for reasons beyond your control. However, if a different family is late only three times during the year, our faculty would be required to stay late every day! None of the faculty wants to work past 6:00PM. The late fee charge does not compensate for making us late for the commitments we have after 6:00PM such as caring for our own families, getting to class on time, etc.

***THE FACULTY GOES OFF ROULHAC'S PAYROLL AT 6:00PM
AND GOES ON THE TIME OF THE LATE PARENT!***

Consequently, if you are late, you will receive a statement charging additional penalties. The penalties are as follows:

**\$5.00 per minute the first 5 minutes after 6:00PM
\$2.00 per minute for every minute after 6:05PM**

**The fee is to be paid directly to the faculty member on duty.
Any refusal to pay late fees *will not* be tolerated.**

Your child will be subject to school suspension or expulsion if this occurs. Any fee remaining unpaid will be added to your monthly statement, which may result in additional late charges added to your account. **You are required to sign the LATE BOOK each time you pick up your child after 6:00PM.**

Frequent late pickups will result in the following:

After three late pickups in a twelve month period, your child will be suspended from the school for one week. After two suspensions (six late pickups) in a twelve month period, your child will be expelled from the school.

If you know you are going to be late picking up your child, make arrangements for someone else to pick up your child. Be sure to call the school to report who will be picking up your child to the faculty.