To the parent(s) of: _____________________________ Grade: __________
Date: ______________

Dear Parent:

This is a friendly reminder per enrollment agreement your child must be picked up no later than 6:00 pm. Students picked up late (After 6:10 pm) on the 3rd occurrence will be dropped from the program.

Thank you!

Ms. Guzman
After School Program Coordinator.

1st Incident

Date: __________
Time: __________
Signature: ______________

2nd Incident

Date: __________
Time: __________
Signature: ______________

3rd Incident

Date: __________
Time: __________
Signature: ______________