

Creative Theatre Experience

PO Box 2192, Olympia, WA 98507

www.ctekids.org

Late Pick-up Fee Policy (Arts Festival only)

Arts Festival Workshop finishes at 3pm. Students are picked up from their Circle Group intern in the Commons. After Care finishes at 5pm. Students are picked up at the Preschool Room. It is important for parents/authorized adults to pick up students promptly at the end of the workshop/after care. A fee will be charged for late pick-up as follows:

1. After the first late pick-up (3:15 or later for workshop, 5:15 or later for After Care), you will receive a reminder notice.
2. Subsequent late pick-ups will result in a \$25 fee.
3. After a third late pick-up, we reserve the right to remove your student from the program.
4. If you know you are going to be unavoidably late, we ask that you contact an authorized person to pick up your student on time, and notify us of the situation by calling CTE at (360) 836-0283 (message phone) or (360) 596-7112 (office phone, not a message phone), or emailing ctecontact@gmail.com.

Thank you for your cooperation and understanding.

If you have any questions regarding this policy, please email ctecontact@gmail.com

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