

MARSHALL CHILD DEVELOPMENT CENTER, INC.

Resolution No. 2022-03

RELATING TO FEES FOR PICKING UP CHILDREN AFTER CLOSING TIME

WHEREAS, Article IV of the Amended and Restated Bylaws of the Marshall Child Development Center, Inc. (the "Corporation") grants the Board of Directors the authority necessary for the administration of the affairs of the Corporation;

WHEREAS, the MCDC Board of Directors reserves the right to revise, supplement, or rescind any policies or portions of the MCDC Operating Manual from time to time;

WHEREAS, at MCDC, we strive to provide the very best care possible for all children. At the same time, we must also be considerate of our employees and their families. Members and their children are expected to have departed MCDC by the stated closing time.

NOW, THEREFORE, BE IT RESOLVED that:

MCDC will charge families a late fee if they depart the facility with their children after closing time. We do not offer a grace period.

To ensure consistent application of this policy, late fees will be charged if children are checked out via Brightwheel after that day's closing time. Members will be charged \$50 if children are signed out after closing time. For example, if MCDC is closing at 5:45, a \$50 late fee would be applied to members signing out starting at 5:46.

Late fees are assessed on a membership basis, not on a per child basis.

If a child has not been picked up by closing time and the parents have not contacted the MCDC, the Director or staff member in charge will contact the parents and emergency contacts. If the center is unable to reach the parents or emergency contacts by 1 hour after closing, the Director or staff member in charge will contact the Department of Human Resources and the child will be placed in their custody.

This policy will be strictly enforced. Only the Board of Directors may waive a late fee by majority vote when extenuating circumstances are present (e.g. unexpected early closing for severe weather). The MCDC Director or designee will review Brightwheel records no less frequently than bi-weekly to ensure all late fees have been applied.

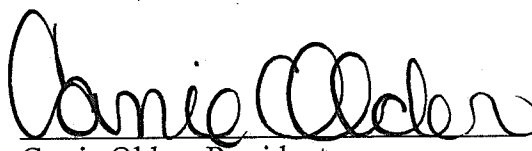
If a child is picked up late more than twice in a 4-week period, the MCDC Director will issue the parents a letter of warning. Members are required to sign the letter of warning; if they refuse, it will be delivered electronically through the email addresses on file with MCDC. Such delivery will constitute formal notice. Picking up the child late within 4 weeks of the date of the warning will result in a formal notice terminating the child's enrollment at the end of the current week.

Members may request to meet with the Board of Directors to request reconsideration, but any such meeting must occur within 48 hours of the date on the termination of membership notice. The Board of Directors can approve a member's request for reconsideration only by majority vote and the family's agreement to adhere to a plan of corrective action.

This resolution supersedes any previous resolutions on this matter.

The policies in this resolution are effective 25 July 2022 and will be disseminated in writing to the MCDC membership no later than the end of the business day 22 July 2022. This resolution will be posted to the MCDC website no later than the end of the business day 26 July 2022.

The foregoing was adopted by the Board of Directors of Marshall Child Development Center, Inc on the 22nd day of July 2022.

A handwritten signature in black ink, appearing to read "Carrie Olden". The signature is written in a cursive, flowing style with a horizontal line underneath the name.

Carrie Olden, President