

East Missouri Action Agency, Inc.  
HEAD START  
“An Equal Opportunity/Affirmative Action Employer”  
**LATE FEE NOTICE**

Date: \_\_\_\_\_ Center: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

This is a confirmation that a Late Fee of \$\_\_\_\_\_ was incurred at \_\_\_\_\_p.m.  
on \_\_\_\_\_.

\_\_\_\_\_  
Head Start Staff

This late fee will be added to next week's payment. Parents, please remember you signed a **Late Fee Policy Agreement** with us at the beginning of enrollment. A \$5.00 charge is assessed for the first 15 minutes late and \$1.00 per minute thereafter.

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