

DROP OFF AND PICK UP

Children are to arrive clean and fed (unless arriving just before meal time).

When dropping off or picking up your child, please avoid parking in front of the neighbor's driveway. Feel free to park in the visitor/no number parking lots and or in our home daycare parking lots #8303.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. The crying usually stops within seconds of your departure. Please be brief at pick-up time as well, this is a time of testing, when two different authority figures are present (the parent and the provider). All children may test to see if the rules still apply. We will remind your child if inappropriate behaviors are displayed.

Our normal procedure is to release the child only to his/her parents. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we **MUST** have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection.

Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. We can set up a time where the issues can be discussed in private.

It is the parent's responsibility to ensure that children are picked up by closing time or no later than 6:00pm. If you are unable to pick up your child by 6:00pm alternate arrangements must be made. In the event that the parent cannot be contacted, it is our policy to call an emergency contact. If both parents and the person in the emergency contact cannot be reached, authorities will be called to ensure the safety of your child.

If your child will be absent or arriving late, a notice must be given.

Sign In / Out

It is required by state law that all parents sign their child in and out each day. For your convenience, a sign in/out sheet, pen, and a clock are located by the door, this gives us a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

