

Child Pick-Up Procedures**During School Hours: (7:00am – 7:00pm)**

A parent or guardian must walk into school and sign the child in/out. A parent should check the front desk board, the child's mailbox and his/her cubby for information and items to go home.

If someone other than a parent for guardian is picking up the child, he or she must be listed on the Information Sheet. Only a person listed on that form would be able to leave with the child.

Any person not listed on the Information Sheet must have a written release form signed by the child's parent or guardian. **NO CHILD WILL BE RELEASED WITHOUT THAT FORM.** In addition to the signed release form, identification (driver's license) must be shown to a staff member.

We will try to contact the parent if a release form is not signed. We will not allow a child to leave until we have obtained proper authorization.

No child can leave with another parent unless we have the proper authorization. Arrangements for play dates must be made prior to a child leaving with another family.

Staff Members must:

1. Check daily board for special pick up list
2. Make sure child is signed out correctly.
3. Check ID of pick up person
4. Check clipboard on front desk for info about pick up
5. Contact the Director immediately if there is any question

NO EXEPTIONS WILL BE MADE. PROPER AUTHORIZATION MUST BE GOTTEN BY LLC STAFF BEFORE ANY CHILD IS RELEASED

After Closing Time: (7:01)

If a child is not picked up by 7:00 pm, the parent or guardian is responsible for paying the staff member for the extra time at the staff member's wage PLUS++++ \$1.00 PER MINUTE past 7:00.

If a person other than the parent shows up to pick up the child, the same procedure will be followed as during school hours.

FYI: (and for your child's protection) **DO NOT GIVE** any other person the door code.