



Drop Off and Pick-Up Policy

Regular attendance is important in order for children to receive the maximum benefit from the program, to reduce separation anxieties, and to ensure program continuity for students and staff. **All children must arrive at school by 8:50 AM.** Having your children arrive on time helps them learn consistency and establishes important routines. A group meeting occurs each morning at arrival time where children and teachers discuss the plans for the day, share new ideas, and provide an opportunity for children to be involved in making choices as to how they will spend their morning.

We take safety very seriously at the CFDRC. Children will be dropped off and picked up at the Main Entrance where a staff member will escort them to their classroom. Once a month, classrooms will have pickup Family Day where families will pick up directly in the classroom and children will be able to show off their space. Please arrive earlier on these days in order to have extra time.

If you have a scheduled appointment and are unable to arrive by 9:00 a.m., a doctor's note is required and will allow you admittance into the program on or before 10:30 a.m. No child will be permitted in after 10:30 a.m. In order to minimize disruption and transitions, once a child is picked up, they may not return until the following school day. Please consider this when making appointments.

If you are unable to arrive by 9:00 a.m. daily, you must provide documentation prior to enrollment and meet with the director to discuss alternatives.

We recognize that there are times when it is not possible to get your child to school by 9:00 am. Acceptable reasons are doctor appointments, other agency appointments, and school appointments for the child enrolled at CFDRC. Please call the center in advance to notify us that your child will be arriving late. We ask that you bring in a note verifying the appointment on the day the child is late.

Any arrival after 9 a.m. may result in late arrival policy noted below.

Late Arrival Action Steps:

- The first unexcused arrival (after 9:00 a.m.) you will receive a verbal warning.
- The second late arrival, you will receive a written warning reminding you of the policy.
- After the third late arrival you will be required to either keep your child home for five consecutive days or make alternative arrangements. You will be charged for these days.
- If your child continues to arrive later after the three days, we will ask that you find a different program option that better suits your scheduling needs.

This policy is in conjunction with the Windham School Readiness Council and aligns with the

attendance policies outlined by the Council.

**The following is an excerpt from our Family Handbook (p. 24):
Late Pick-Up Policy and Procedures**

It is very important for children to have transition time at the end of their day the day. Therefore, we ask that families arrive no later than 5 minutes before closing/pick up time to allow for this transition time and to briefly communicate with the teacher. If there are any significant issues to discuss, it is best to arrange a conference or phone call at a time that is not as busy as pick up time. All families and children must exit the building 5 minutes before closing time.

If families are unable to pick up their child by closing/pick up time for whatever reason, it is the parent/guardian’s responsibility to call their emergency person listed on the emergency contact form and arrange for pick. If someone other than the person you have authorized is going to pick up your child, you must inform the CFDRC Administrative Staff and complete a release form. We will not release your child to anyone for whom we do not have written authorization. If the teacher does not know the person picking up your child, they will ask for identification. If a child has not been picked beyond dismissal time the Center will follow the policy listed below.

- Fifteen minutes after the center’s closing time, if the parent/guardian has not arrived, emergency contact(s) will be called.
- If after a total of thirty minutes, we have been unable to contact parent/guardian or emergency contact, the staffing of at least two staff 18 years or older, will notify local Police Department
- Closing and pick-up times are strictly enforced as a courtesy to everyone. Late pick-up fees are imposed for anyone not arriving by closing time. They are automatically added to your account the next business day **and must be paid immediately**. Charges are:

Occurrence	Late Fee Assessed	Minutes Late
First Time Late	\$15 per child	first 15-minutes or any part thereof; plus
	an additional \$20 per child	each extra 15-minute period or any part thereof
Subsequently	\$25 per child	first 15-minutes or any part thereof; plus
	an additional \$30 per child	each extra 15-minute period or any part thereof
Lateness after second time	Upon the 3 rd time, families may be asked to keep child home for the following day. Should lateness continue, the exclusion period may increase at the discretion of the Center.	
Persistent Lateness (beyond 4 times)	The Center reserves the right to assist families in locating alternate childcare.	

Fees will be assessed by next business day and must be paid in full. The fees must be paid in full no later than the end of the billing cycle.

***** Please note: Fees will be assessed based on pick up time using front desk clock. *****