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 8:55 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 ask that adults accompany their child into the classroom each morning. This encourages opportunities for daily family/teacher communication. Please sign in at the reception desk and then again in the sign-in log located in or near your child’s classroom. Children are also asked to sign-in or make their best attempt as this provides one of many opportunities during their day where they are exposed to “writing for meaning.” A cubby will be assigned to your child for coats, hats, etc. We encourage you to allow your child to be as independent as possible.

**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.**

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. We ask that you bring in a note verifying the appointment on the day the child is late. Late arrivals are disruptive for the children and their classmates so we ask that, if at all possible, you keep this in mind when scheduling appointments.

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.) families will receive a verbal warning.
- The second late arrival, families will receive a written warning reminding families of the policy.
- After the third late arrival, families will be required to keep your child home the following school day. A meeting with the Director must happen prior to the child’s return. Tuition will be applied.
- If your child continues to arrive late after the exclusion period noted above, we will ask that you find a different program option that better suits your scheduling needs.

Revised 6/2019
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. 23):
Late Pick-Up Policy and Procedures

It is very important for children to have transition time at the end of their day. Therefore, we ask that families arrive by **12:20** for half day children or **5:20** p.m. for full time children 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 by **5:30** p.m. or **12:30** on scheduled half days.

If families are unable to pick up his or her child by 12:30 or 5:30 p.m. for whatever reason, it is the parent/guardian’s responsibility to call their emergency person listed on the emergency contract form who will pick up the child before 12:30 or 5:30 p.m. If someone other than the person you have authorized is going to pick up your child, you must inform your child’s classroom teacher 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 up by 6:00 p.m., the CFDRC staff will call the police department for help in locating the parents and advise on further action. Late pick up is emotionally difficult for the children and staff. Non-emergency late pick up may result in dismissal from the program. If a child is at the center beyond dismissal time, 12:30 or 5:30 we 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 assessed to your account the next business day **and must be paid immediately**. Charges are:

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Late Fee Assessed</th>
<th>Minutes Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Time Late</td>
<td>$10 per child</td>
<td>first 15 minutes or any part thereof; plus an additional $20 per child</td>
</tr>
<tr>
<td></td>
<td></td>
<td>each extra 15 minute period or any part thereof</td>
</tr>
<tr>
<td>Second Time Late</td>
<td>$20 per child</td>
<td>first 15 minutes or any part thereof; plus an additional $30 per child</td>
</tr>
<tr>
<td></td>
<td></td>
<td>each extra 15 minute period or any part thereof</td>
</tr>
<tr>
<td>Third Time Late</td>
<td></td>
<td>The Center reserves the right to terminate attendance.</td>
</tr>
</tbody>
</table>

Fees will be assessed by next business 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.*

Revised 6/2019