



Arrival and Departure of Children

Families and children are expected to enter and leave through the main doors beside the playground. Parents or authorized persons are responsible for checking children into the classroom upon arrival and checking out at the end of the school day. Check-in sheets for this purpose are posted on the class bulletin boards in the entrance hall.

Parents or caregivers are asked to notify the teacher when their child will NOT be attending school. In the event a child has not arrived 30 minutes after the beginning of the school day, the program attempts to contact the family by calling the numbers listed on the Emergency Information Form.

Children are dismissed to parents or authorized persons only. Written or phone permission of the parent or guardian is required in order for a child to be dismissed to someone other than a person listed on the authorization form.

Parents are expected to arrive on or before the dismissal time. If no one has arrived 10 minutes following dismissal and notification of an unexpected delay has not been received, a YCP staff member attempts to contact the persons listed on the Child Release Authorization and arrange for an authorized person to pick up the child.