

## Drop Off and Pick Up Policy

All parents and/or authorized individuals are to sign-in and sign-out on the provided sheet, each day the child is dropped off and picked up from the daycare. Once a child is signed out, the parent/or authorized individual is responsible for supervising their child while on Growing Seeds Academy premises. The parent may not allow a child to wander through the hallways, other classrooms and/or playground.

\_ Later Drop Off and Early Pick Up must be notified to the school in advance.

Please notify the school or the administrator if an unauthorized person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorized on the registration form. We will not allow your child to leave with an unauthorized person without previous permission. This is for the safety and protection of your child. (ID IS REQUIRED ALL TIMES)\*

Nobody under the age 18 can be authorized to escort a child off the premises.

A parent or guardian must authorize up to 3 individuals to pick up their child from child care. Authorized individuals will be required to present valid identification to pick up any child from the child care.

I authorize the following individuals to pick up my child from the child care:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please NOTE that closing time of 6:00pm is not the time you must arrive to pick up your child, but the time by which you must have exited the premises.

### LATE PICK-UP FEE

The hours of operation for Growing Seeds Academy are 7:00 a.m. to 6:00p.m., Monday through Friday.

There will be a \$20 charge (per child) for the first fifteen minutes or fraction thereof that a parent is late, and a \$1 for every minute thereafter. Late fees will be automatic applied to the family's account.

"It can be distressing for children to be left in the Center after hours. Please understand that our staff is only scheduled until closing time. Like you, they have a family and other obligations when their day is done. Please allow enough time at the end of the day to arrive at the Center, to pick up your children."

