

Sign In/Out

Each child must be brought to the classroom and clocked in and out by a parent or designated adult. This is required by the Utah State Licensing Standards. Please inform a staff member of your arrival and departure. Children will NOT be released to anyone who is not on your emergency list. Picture ID will be required. Please inform staff of any special instructions for the day when you bring in your child.

If there is any change in your pick-up routine or if your child will be absent, the center must be notified. All persons picking up a child must have been cleared by a phone call, e-mail, or in person, by the parent. A child will not be released from the center if it is suspected that the person who is picking up the child is intoxicated and/or under the influence of drugs. We will call someone on your emergency list, and then the authorities.

Please understand that after school at 2:30 p.m., when the students leave, our ratios of 1 adult to 2 infants and children go down to 6 to 8 infants and children - per adult. For safety issues and to provide a high quality program, it is expected that all children will be picked up at a reasonable time after your school is out, including early days. If you have an important errand to run please talk to the director to see if our ratios will allow your child to stay.

Children picked up after the designated pick-up time, or after 4:30 p.m., will be charged \$55.00 for up to 10 minutes and \$5.00 a minute thereafter for each child. Child Protective Services will be notified if a child has not been picked up 30 minutes after closing time and we have not been contacted or are unable to contact a parent or authorized person. We will make every effort to call parents and/or those authorized to pick-up a child if this situation occurs and ask that you do the same to contact us.

Parents who continue to disregard the Sign In/Out, and pick-up routine policy will be considered for their child's enrollment to be terminated.