

PICK UP AND DROP OFF POLICY

Kinderhaven Preschool Academy highly recommends that parents/guardians pick up and drop off on time in order for the children to get the full experience of school. It is also helpful for the children to feel secure and included in every aspect of school. There may be extenuating circumstances that would create a late pick up. If this occurs, the following procedure will be in place:

1. Please call the director's office at 847-810-3947 and inform the teachers an approximate time of arrival.
2. The teachers will stay with your child until pick up by an authorized person can occur.

There may be times that no one arrives at the appropriate pick up time. If this occurs, the following steps will be in place:

1. After 10 minutes have passed since the pick up time, the parents will be called using the number from the sign in sheet or the child's file.
2. If there is no response within 20 minutes, the emergency contact will be contacted.
3. If it is possible, the child will remain in the Kinderhaven classroom with the teacher(s) or director; however, if 30 minutes has transpired past the appropriate pick up time, the child may be taken to the front office of the rec. center. The rec. center staff, Kinderhaven director, or the teachers will continue to try to contact the parents or emergency contact.
4. Upon pick up, the parents/guardians will be reminded of the importance of a timely pick up.
5. If late pick up is chronic (three times without valid excuse), the offending family may be asked to pay a fee for additional care services (\$1.00 per minute).

Thank you for your attention to our pick up and drop off policy. It is very important in the life of the school and your child that the timeliness of pick up and drop off is honored.

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I have read, understand and will comply with Kinderhaven's drop off and pick up policy.

Parent/Guardian

Date