

## Drop Off and Pick up Policy

### Signing in and out

- It is a State Law and Licensing Regulation that you legally sign your children into our school and sign them out when you pick them up. Our school uses Transparent Classroom software.
- Each parent uses the code that you received when you accepted your invitation to Transparent Classroom. You must use a legible name when signing in and out. We ask that you sign in your child before you drop them off and pick up your child before signing them out.
- There is a \$10 fee for each missed signature.

### Drop off

- To minimize traffic in the parking lot and improve flow, we are asking that families follow the following drop-off times:
  - Willow/Magnolia/Maple: 750-810.....only.....no later. Children will not be received any earlier than 750 unless you have agreement with the office. We respectfully request no later than 810 so the parking lot doesn't get congested. We want you to be able to safely park and walk your child into the school.
  - Juniper/Eucalyptus: 800-830.....no earlier unless you have paid for early drop off. We need to decongest the parking lot. If you need to drop off earlier than 800 please contact the office to add early drop off. It is \$60 per month.

### Pick up

- We require families to pick up children at the agreed upon time of your contract. We ask that if possible, you arrive on campus a few moments early so you are on time to clock out your child.
- For late pick up we charge a late fee. Regardless of your pick up time, the late fee is \$15 for any part of the first minutes and \$1 for every minute thereafter.
- We honor our staff by honoring their time and schedule. When you are late it affects the whole campus. We will invoice you at the end of each month.