Salem Methodist Preschool

115 W. Lincoln Ave, Barrington, IL

Arrival & Departure Policy

Child's Name: _____ DOB: _____

Routine is a very critical part of a child's development. The comfort and predictability of repeating the same task daily offers children the tools necessary to regulate his/her behavior, predict outcomes and manage their time. Two very important routines at Salem Methodist Preschool include arrival and departure.

Arrival

- Please arrive for drop off no later than 9:00 a.m., daily. This timeframe allows your child The opportunity to participate in the bulk of our Preschool curriculum.
- Each child must be clocked in/out on the computer at pick up & drop off.
- Please help your child put away his/her belongings
- Please walk your child to his/her classroom
- Offer the teaching team an overview of your child's morning/night
- Each child gets a quick visual wellness check before parents depart

Departure

- All children are expected to be picked up by 11:30 a.m. daily, no later than 2:00 for extended care children.
- Please call/message using the parent app if you anticipate you will be late picking up
- Please be aware of your child's whereabouts at all times between his/her classroom & your vehicle
- We will only release your child to people designated as Authorized pick-ups
    - Authorized pick up people must be added in writing by the child's parent/guardian
    - First time Authorized pick-ups must always show a (non-expired) ID
    - Authorized pick-ups must be at least 16 years old

Other

- Salem Methodist Preschool operates from 7:30 a.m.- 2:00 p.m. Monday –Friday
- Please park in the South lot facing Russell Street near the burgundy awning reading **Preschool**. The adjoining lot is reserved for SMP & Hough Elementary School staff.
- Please contact SMP @ 847-381-0536 by 8:00 a.m. if your child will not be in attendance for the day. Please give the reason for absence & expected day of return if leaving a voice message
- Please ensure that all emergency contact information for your child is current
- Please phone if you plan to pick up after 11:30 a.m./2:00p.m. (Extended care children). Our late pick up procedure includes the following steps:
    - Your child's teacher(s) will be alerted of the late pick up if it is called in
    - If a late pick up is not called in and the child is still in care at 11:30 a.m./2:00 p.m. the child's parent(s) will be phoned on all available phone numbers a minimum of two times. If unable to reach the child's parent(s), individuals listed as emergency contact/pick up will be phoned. If unable to reach an individual listed as emergency contact/pick up the child's parent(s) will be phoned a final time with a message left making him/her aware that all efforts have been made to have the child picked up and how they must proceed in picking up his/her child. Following this final voicemail,

- if the child is still in care at 12:30 p.m. for Preschool children or /3:00 p.m. for Extended care children. The local police department will be phoned and the child will be picked up from Salem Methodist Preschool & accompanied by a member of the local police department. Salem Methodist Preschool has a duty to the children in our care.

- Late fees associated with late pick up must be collected before your child's next day of attendance & will begin accruing @ 11:45 a.m. or 2:15 p.m. if notice was not given prior & will be assessed as follows:
  - $1/ minute= for the first 10 minutes then $3/minute until the child is picked up
  - Habitual late pick up is grounds for disenrollment

Late pick up causes additional overhead and cost for our school and potentially unnecessary distress to a child. Please be on time picking up your child.

Parent(s) Printed Name:_____ Signature: _____

Parent(s) Printed Name:_____ Signature:_____