

## Hours & Policies

### Hours of Operation:

Monday through Friday

7:30 am to 5:30 pm.

Entry into the building prior to the opening time is prohibited.

Dismissal is at 5:15 pm to allow time for children and parents to gather belongings.

### Dropoff & Pickup Policies:

- A parent or caregiver who is 16 years or older must drop off and/or pick up each child.
- Children and parents must be signed in and out via the computer system each day. These times will be recorded and saved.
- Additionally, the parent/caregiver must verbally inform the classroom teacher of their child's arrival and departure.
- The authorized pick-up person must bring photo identification each time he/she picks up your child from the Center.