

DROP OFF POLICY

You have the ability to drop off any time during the day. For planning purposes we need to receive a phone call by 9:00 to let us know your plans of arrival or if your child will be attending at all. This will allow management to staff the day accordingly. Management will then begin to adjust the staff between 9:00 - 9:15. So please call by 9:00 so that there is adequate staff for your child. If you come after 9:15 and staff has already been adjusted, we may not allow your child to stay. Please help us to prevent that from ever happening by calling by 9:00. Also, please sign the bottom portion of this letter and return it to the office.

Thank you for your cooperation.

I, _____, agree to call by 9:00 to inform Kiddy Garden of my child's arrival plans. I also understand that by not calling and arriving after 9:15, I stand the chance of not being able to receive services.