

To: All Parents/Guardians

RE; Safety During Drop-Off and Pick Up of Children
DHS Child Daycare Regulations 3270.171(b)(c) and
3280.171(b)(c)

Parents shall enter the parking area via the south front entrance off of W. Englewood Ave. marked School Entrance and exit west via the one-way Exit towards Lattavo Dr. Driving slowly and watching for children being accompanied to and from the child care and outdoor play area.

The ignition of ALL CARS MUST BE TURNED OFF and the keys removed from the ignition. NO CHILD MAY BE LEFT UNATTENDED IN A VEHICLE.

All children must be accompanied by a parent or designated adult into the child's care area at the facility. While children are in the hallways or walking to and from their cars, their care and safety are the responsibility of the parent/guardian.

The children will be released only to their parents unless written instructions are received permitting pick-up by another adult. In an emergency Jennifer Mangino may be telephoned and will document pertinent information regarding an alternate adult picking up a child. Child care staff will verify this information by a return call to the parent. Identification is required of the specified person picking up the child before the child will be released from the child care facility. In the event the child care staff is not familiar with a parent, they may require them to also produce identification.

We would appreciate your cooperation with the above outlined procedures. Please keep in mind they are designed with your child's safety and well being in mind. Feel free to discuss these and any other matters with our staff should you have any questions or concerns.

Thank You