

## **Lorissa Learning Lab**

### **Drop Off/Pick-Up Policy**

#### **Drop Off**

Parents are expected to accompany their child into the childcare home. Parents must also sign their children in and out daily. Lorissa learning Lab's daily cut off time is 9:00 a.m. **NO EXCEPTIONS!** The teachers are glad to assist you and your child at your drop-off time however will not assume direct responsibility for your child until you are ready to walk out of the door. It is important for the teacher to keep a watchful eye on all the children in her care.

#### **Pick-Up Policy**

Your child's classroom teacher may be available at pickup time for short questions. However, for longer discussions or particular concerns, please schedule an appointment. Parents are expected to assume full responsibility for their child once the child is in their possession. For your child's safety please do not allow him or her to touch the door handles or open the doors.

All parents will receive a copy of the Parent Pick-Up policy and will be required to read, acknowledge, and sign the policy. Only individuals listed on the DCFS Child Information Record, or on a written permission note from the parent will be allowed to leave with a child.

The caregiver and staff will stress the importance of updated pick-up information continuously.

The staff is expected to request a picture I.D. from any unfamiliar person (including

Tarriell Guthrie

Bridgett Vance

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grandparents). A copy of the I.D. will be taken and kept on file. If there is any concern, the staff at Lorissa Learning Lab reserves the right to deny a person's request to pick up the child.

The parent or guardian of a child not picked up on time will have a late fee of \$10 after the first 3 minutes and \$5/minute thereafter. All late fees are due immediately the same day the child is picked up. The caregivers and staff of the group day care home will make every attempt to contact all emergency numbers and will make 3 attempts after the child is not picked up once the group childcare home closes at 5 p.m. Any child left at the group daycare home will be cared for accordingly until the parents, DCFS or police arrive. The caregiver and staff will only hold conversations about the situation in private, and not around the child or anyone else. Any child remaining at the childcare facility once all contacts have been called and after 12 hours (which would be 7pm) at the childcare home will be taken to the closest Police station and the parents will be reported to DCFS per DCFS licensing standards.