

ROXBURY DAY CARE CENTER, INC.
Before and After School Program
Important Parent Notice

PLEASE REVIEW THE FOLLOWING IMPORTANT PROCEDURES:

Absentee and Dismissal Policy:

Parents/Guardians are responsible to notify us when their child will be absent for any reason.

Parents/Guardians are responsible to notify us when their child is dismissed from school early due to sickness, doctor appointments, play dates, etc.

Parents/Guardians who fail to give us proper notification will receive a written warning for the first offense; second offense the child will be suspended for one day; third offense child may be terminated from the program.

Parents/Guardians please be advised **that it is not the Roxbury Public School's responsibility** to notify us of changes in your child's schedule.

Late Pick-Up Policy:

The Roxbury Day Care Center closes every day, Monday through Friday, **PROMPTLY** 6:00 P.M.

If a parent cannot pick-up their child by 6:00, it is their responsibility to find an **alternate person** to do so.

The parent is to accept **full responsibility** for their child if left after the proper closing time of 6:00 P.M.

A fee is established to cover the inconvenience to staff of having to stay after hours on their private time, and to cover the additional cost to the center in wages. Parents whose children remain past 6:00 must pay a penalty fee as follows:

\$1.00 per minute for the first thirty minutes and then \$20.00 for any part of the next half hour after closing. EXAMPLE: If you arrive at 6:10, you will be charged a \$10.00 late fee. If you arrive at 6:35, you will be charged \$50.00.

Three latenesses will result in suspension of your child for one week.

A fourth lateness may result in termination of your child from our enrollment.

I have read the above policies and understand them. I accept these policies.

Parent/Guardian Signature

Date

Permission for Photographing Children:

I hereby grant permission to have my child photographed while in attendance at the Center, and to have the Center use the photographs at their discretion.

Parent/Guardian Signature

Date Revised 12/02

