

Exploring the Puddle

Early Learning Centre

Policy 9.0

ARRIVAL AND DEPARTURE

Parents are expected to ensure a smooth arrival and departure of their child.

Procedure:

1. After gradual entry is complete, please give yourself fifteen minutes for arrival and departure as parents are responsible in readying their child for the classroom (indoor shoes, coats off, exc.)
2. Sign in and sign out occurs daily and is a mandatory requirement for licensing.
3. Please refer to “Late Pickup” policy for arriving after hours.
4. The Centre’s doors will remain locked until 7:45 no exceptions.
5. Drop off times are from 7:45am- 10:00am to avoid disruption of routines and schedules.
 - a. Later drop off time can be requested and will be at the discretion of the educator

Last Update: March 2013