



CHILD DROP-OFF / PICK UP POLICY

We are proud that you have chosen ScuttleBugs as a partner in your child's growth, development, and education. Our goal is to optimize your child's and family's experience, and drop-off and pick-up times can be critical to that objective. In addition, some of these guidelines help us to remain in compliance with state requirements.

CHILD DROP-OFF

- Sign your child in before leaving the center. If you are unable to do so, contact the office staff to identify and rectify the issue.
- If your child needs medication (see medication policy), submit the medication form and medication to the office.
- Drop-off must take place prior to 9:30 a.m. The educational and developmental portion of our day begins at that time. In addition, our staffing schedule and kitchen meal counts are dependent on attendance.
- If your child will be in attendance but you are unable to drop off before 9:30 a.m., reach out to the center's office so we can plan for your child's presence.
- Should your child need their extra clothing/shoes supply replenished, bring necessary items when you drop-off.

CHILD PICK-UP

- Sign your child out before leaving the center. If you are unable to do so, contact the office staff to identify and rectify the issue.
- If your child required medication during the day, retrieve the medication from the center.
- Remember to gather any of your child's belongings that should go home daily.

REMINDERS

- Check with your child's teachers for the classroom's specific policy on bringing toys, books, etc. from home.
- Rest time comfort items are permitted.
- Rest time blankets and washable items must be taken home to be laundered at least once per week.