



## Drop off and Pick-up Policy

Our program has different drop-off and pick-up locations each day. Although we know that this could potentially lead to a little more confusion, we feel that the different locations make the program more enriching. We will do our best to make our drop-off and pick-up locations clear and easy to find!

***In order to keep things running smoothly, we ask that you please be particularly respectful of both drop-off and pick-up times.***

If needed, we will enforce the following late pick-up policy. Payments would be due by pick-up the following day.

The Late Pick-up policy applies to both the 1:00pm & 3:00pm pick-up times:

- a) First time and less than 15 minutes late – no charge
- b) 5 – 15 minutes late – \$10.00
- c) 16- 30 minutes late – \$25.00
- d) Over 30 minutes late – \$50.00

Families must sign their child(ren) in and out each day to help us ensure the safe arrival and departure of all children in our care. If your child will be late or absent, please send a text message to 617-721-8751 from one of the cell phone numbers we have on file from your registration form.

We will have a list of designated people authorized to pick-up your child at the end of the day (indicated on the registration form). We will not release children to individuals who are not on the list. If your plans change and someone other than yourself or the individuals you listed will be coming to pick up your child(ren), send us a text message (617-721-8751) from one of the cell phone numbers we have on file. Thank you!