



# Families of Faith Christian Daycare Arrival/Dismissal Form

## **DAYCARE ARRIVAL PROCEDURES (DOORS ARE LOCKED. PLEASE USE DOORBELL)**

1. Park in the rear of the building on the north side by the daycare door.
2. Drop your child off to his/her classroom and SIGN IN.

## **DAYCARE DISMISSAL PROCEDURES**

1. Park in the rear of the building on the west side by the daycare door.
2. Pick-up your students in his/her classroom and SIGN OUT.
3. Students not picked up by 6:05pm will be charged \$1.00 per minute.
4. If you are going to be late for the pre-arranged pick-up time, you **MUST** call the office ASAP.

## **PLEASE NOTE:**

Students can **ONLY** be dismissed to parents/guardians or those listed on their Arrival/Dismissal plan form. You **MUST** put into **writing** any additional people who will pick up your child or your child will not be released to that person. Please inform alternate pick up person to bring a valid driver's license or picture i.d. with them.

**In case of sickness, please notify the office by 10:00am at 815-557-8107**

# Arrival/Dismissal Form

## Arrival / Dismissal Policy for:

Child's Name \_\_\_\_\_ Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_ Child's Name \_\_\_\_\_

## OTHER PEOPLE WHO MAY PICK UP MY CHILD:

\_\_\_\_\_  
Name Phone Number Relation

\_\_\_\_\_  
Name Phone Number Relation

\_\_\_\_\_  
Name Phone Number Relation

\_\_\_\_\_  
Name Phone Number Relation

Special Instructions: \_\_\_\_\_

- **If there are any changes to this Arrival/Dismissal Plan, Notify the office ASAP of the changes in writing.**

I understand that once my student is off the FOECA premises, he/she is my (the parents, guardian) responsibility.

*My signature below affirms that I have read, understand, and agree to the above Arrival/Dismissal Policy.*

\_\_\_\_\_  
Father/Guardian's Signature Date Phone Number

\_\_\_\_\_  
Mother/Guardian's Signature Date Phone Number