

- The Director shall be notified two weeks in advance should a parent choose to withdraw their child.

## **VI. ARRIVAL AND DEPARTURE PROCEDURE**

- All children must be delivered into the hands of a teacher upon arrival. This is for your child's safety.
- The parent or other authorized person must sign the child in each day upon arrival. The child must also be signed out each day before his/her departure.
- No child will be released to anyone not authorized by the child's parent; proper ID must be presented.
- If you are receiving CMA you must swipe in and out each day or you will be charged the difference in the payment amount.
- Arrival time is 6:30 a.m. until 8:45 a.m. each day. **NO CHILD WILL BE PERMITTED AFTER THIS TIME UNLESS IT WAS A WELLNESS CHECK AND WAS A PRESCHEDULED APPOINTMENT WITH A DOCTORS EXCUSE STATING THIS. IT MUST BE FAXED TO THE SCHOOL FROM THE OFFICE (256) 413-4549.**

## **VII. FEES**

- A. There will be no deduction in fees when a child is absent, **or** when
  - a holiday/weather day occurs.
- B. One week vacation will be allowed per school year