

Pick-up Agreement

Pick-up Procedures:

Parents or other authorized adults are required to sign their child out of care on the computerized punch pad located at the reception area. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child.

Children are considered late when they are not picked up by the designated agreed upon time. If you are picking up later than your scheduled time you need to call First School and inform us of the change. If you decide that a new schedule needs to be determined, please discuss this change with the office.

There will be a \$1.00 per minute charge if your child is picked up after their scheduled time. This fee will be applied to your ledger at that time.

If your child is not picked up by their scheduled time, First School will call all contacts designated on your child's application form and emergency card at least two times and will leave messages to whom indicated. First School will keep your child at school until one hour after closing or 7:00pm. Students of First School are responsible for the child's protection and well-being until the parent or outside authorities arrives. After this time First School will contact the Manhattan Police Department. The Manhattan Police will contact the Department of Children and Family Services and will be guided by their policies. Staff shall not hold the child responsible for the situation and that discussion of this issue will only be with the parent or guardian and never the child.

Therefore, it is very important to keep your emergency numbers current with the First School office. First School acknowledges our responsibility for your child's protection and well being until the child's parent or outside authorities arrive.

The signature below indicates that the signing person has read and agrees to follow and support the parent contract.

Parent's signature _____

Director/Assistant Director _____