

Arrival and Departure

Daycare Children: Arrival and departure will take place directly at the Playhouse on East Street.

After-School Children: After being dismissed from their classrooms, students should report to the lobby of the school near McKee Street. At the end of the day, you should plan to pick up your child by these same doors. Pick-up will ONLY be on the McKee Street side.

Occasionally, when numbers are small, we may move to the Playhouse during pick-up. If that is a case, there will be a sign posted on the doors indicating where your child can be picked up.

For safety reasons:

- Never leave with your child without checking out with a staff member first.
- If changes in schedule and/or pick-up person are necessary, please notify us as soon as possible. In the evening, you may call Mrs. Kathie Davis at 593-1162 or Mrs. LuAnn Cain at 662-4583. During hours of operation, please call 663-5303. It is also helpful if you send a note with your child.

Emergency Procedures

In case of emergency or injury, you will be notified immediately to determine what actions will be taken. If it is deemed that medical assistance is necessary, EMS will be called and the child will be transported to the hospital. Parents are responsible for all medical fees.

Please help us by giving us as much information as you possibly can: home and work phone numbers and addresses, emergency numbers to call in case you cannot be reached, etc. We should have at least 2 or 3 numbers we can call in case of emergency. In addition, please notify us immediately of any changes of address or phone number. For the safety of your children, it is essential that we are able to reach you or someone of your choosing at ALL times.