

PRECHOOL LATE PICK-UP POLICY

Dear Parents and Guardians,

We would like to remind all families of the importance of picking up their child promptly at the end of the preschool day.

As a licensed preschool facility in Alberta, we are required to operate in accordance with the Early Learning and Child Care Act, Regulation, and the terms and conditions of our licence. Our preschool must adhere to the operating hours approved for our program. For our morning preschool program, pick-up time is 12:00 p.m.

To ensure that we remain in compliance with our licensing requirements, the following procedure will be followed when a child has not been picked up on time:

1. Parent/Guardian Contact

If a child has not been picked up within 15 minutes after the 12:00 p.m. dismissal time, we will contact the child's parent or guardian.

2. Emergency Contact

If we are unable to reach the parent or guardian, we will contact the child's designated emergency contact and arrange for the child to be picked up as soon as possible.

3. Repeated Late Pick-Ups

After three instances of late pick-up, the family may be subject to a late pick-up fee and/or the child may be suspended from the preschool program.

These procedures are in place to support our compliance with Alberta child care licensing requirements. As a licensed facility, we are required to follow the operating conditions and hours permitted under our licence. Children remaining at the preschool beyond our approved operating hours may place the program outside of those conditions.

We understand that unexpected circumstances can occasionally occur. However, we ask that families make every effort to arrive by 12:00 p.m. and have appropriate arrangements in place to ensure timely pick-up.

Thank you for your understanding, cooperation, and continued support in helping us maintain a safe and compliant preschool program.

Cookie Jar Preschool

Parent/Guardian Name: _____

Child's Name: _____

Parent/Guardian Signature: _____