

school. **The state law requires all children to be signed in with a time and full signature and signed out with a time and a full signature.** If the school is fined for your child not being signed in or out properly, the fee will be billed to you. They are very strict with this regulation, so please make sure to sign with full signatures every day. Once the child is signed in, the child may be accompanied by the parent to the appropriate area. If there is an occasion where someone other than the parent is picking up your child from school, please contact the office and your child's teacher by telephone and with a written note. The identification authorization form must have this persons name listed. **We will check for identification.**

All full time children must be picked up within ten hours of drop off. In an emergency situation, we will allow pick up beyond ten hours, but the parent is responsible for calling the office and speaking with the Director before the regular pick up time. If a child is using more than ten hours of full time care, parent will be billed at an hourly rate of \$10.00 per half hour.

Early Beginnings closes promptly at 6:00 p.m. If you should happen to be late, there will be a fee of \$1.00 a minute per child after 6:00 p.m. pick up payable to the teacher on duty, not to Early Beginnings. Habitual lateness may result in dismissal. Thank you for your understanding and cooperation regarding this matter.

ENROLLMENT FORMS

Upon entrance to our school, all enrollment forms and immunization records must be turned in and completed. It is important the school maintain current and accurate records for each child so that we can contact you when needed. We require you to update the office with any changes in phone numbers, work and home address as they occur. More importantly, parents are also required to update the office when there is a change in physician, dentist, authorization for who can pick up the child, and guardianship forms if applicable. If there is an issue of custody, who is permitted to pick up or drop off the child, and who is responsible for your child, court papers are required to be on file. Early Beginnings is required by law to carry a signed Physician's Form on file for each child enrolled in the infant and preschool programs. School Age children are not required to have a Physician's Form. However, all children must be updated on immunizations. Parents and children's rights forms—we adhere to Community Care Licensing's regulations that children and parents have rights. The appropriate forms are provided as part of the enrollment packet. All other forms must be completed to the best of your knowledge and signed.

HEALTH POLICIES

The following are guidelines that Early Beginnings adheres to:

1. State Department of Health and Welfare Services requires all children to receive polio, measles, diphtheria, pertusis, tetanus and tuberculosis immunizations. If there is a religious difference regarding immunizations, California law requires an affidavit to be signed by the parent which is to be filed in the child's school file.