

## Hours of School and Policy Regarding Late Pick-Up

**HOURS OF SCHOOL:** The school's program hours for children are from 9:00 a.m. to 12:00 noon each day. The school's service hours are from 8:45 a.m. until 12:15 p.m. Children should not be brought to their rooms before 8:45 a.m., as the teachers require time to prepare for the day's activities. Preparation for departure will begin at 12:00 noon in the classrooms. A teacher will be at the preschool door between 8:45 a.m. and 9:00 a.m. each day to help your child out of the car and into the building. *Before and after this time you must walk your child to their classroom, leaving the children in the care of a teacher. Children must never be left at preschool without a teacher present.* Children's departure will be monitored from 12:00 p.m. until 12:15 p.m. at the door.

**PLEASE BE ON TIME.**

**In the event you will be late, please call the Preschool Office. There will be a late fee incurred when children are not picked up by 12:15p.m. The charge is \$10 and payment will need to be given to the teacher at the time the child is picked up. Friendship reserves the right to deny enrollment of children who are repeatedly pick-up late.**