

The Vine Preschool

## **DROP-OFF POLICY**

The Vine Preschool provides child care services from **6:30am-6:00pm**.

However, children **must arrive no later than 8:30am** in order to have Breakfast.

**The latest drop-off time is 9:00am. We will not accept children after 9:00am.** Thank you for your courtesy, in advance.

If you are running late, please call to notify us by 8:30am so that we can grant you the grace period of 15 minutes.

We will not allow for the abuse of this policy.

**Excessive** late arrivals between 9:00-9:15am will **not** be accepted *even when a call is made ahead of time*.

If your child will be absent,  
please notify us as early as possible.

### **Drop-Off Policy Regarding:**

- **Morning Doctor Appointments;**
- **Delayed Openings due to Weather;**

*For morning doctor appointments and delayed openings due to weather, please note that children must be dropped off **NO LATER than 10:00am**, and this only applies to weather-related delays and morning doctor's appointments. For morning doctor's appointments, you must have a doctor's note and for well visits, we must have an updated immunization schedule.*

For parents who plan to bring their child to school after they have

been to the doctor for a morning appointment (before 10:00am, SICK OR WELL) **they must have a doctor's note.**

FOR MORNING DOCTOR'S APPOINTMENTS, WE CANNOT ACCEPT CHILDREN WITHOUT A DOCTOR'S NOTE WHETHER SICK OR WELL VISIT.

WHEN A DOCTOR'S NOTE IS REQUIRED FOR A CHILD'S RETURN TO SCHOOL, THIS POLICY MUST BE HONORED OR YOU WILL BE TURNED AWAY IF YOU DO NOT HAVE THE REQUIRED DOCTOR'S NOTE.

#### **Late Fees**

Children not picked up by 6:00pm will be charged a late fee of:

- **\$2.00 per minute from 6:01pm-6:05pm.**
- **From 6:06-6:10pm, the late fee is \$3.00 per minute.**
- **From 6:11pm and thereafter, the late fee increases to \$4.00 per minute.** If we do not hear from the person who is expected to pick up your child by 6:00pm, the parents will be called. If parents cannot be reached, the people on the emergency contact list will be called. **By 6:15pm**, if we do not hear from parents or emergency contacts, **the police will be notified.**