

## Drop-Off / Release Policies Handout

### Morning Arrival / Drop Off:

- A) ECK prefers children of walking age enter ECK independently , with “Parent” providing a positive vibe, giving hugs & kisses (before) opening the gate.
- B) PLEASE do **NOT** just open gate, usher child though and leave.
- C) Please ring the RING doorbell on gate, yell or waive to staff that your child is entering (Make some sort of contact before leaving)
- \*\*We have had situations in which we are already playing in back yard or the classroom door is closed with the AC on, then a staff member goes to the side yard for something and finds “Child” alone (without notification). What if “Child” chose to open the door knob and leave? The lock is from the outside of the gate!**
- D) “Parent” may quickly walk child to the classroom if wanted, but please make it brief
- E) When possible, most children feel more confident walking into their school environment rather than being carried.
- F) PLEASE, PLEASE hold your child’s hand and do **NOT** allow your child to run around the front yard. You never know when/if your child may decide to run out into street
- G) Please take the time to sign your child in/out daily.
- H) Please do not hold gate open for a tour / someone not enrolled
- I) Each family is responsible for their own child
- J) Please do not allow your child to press/play with gate code
- K) **Please do not ask your child to open gate from inside**

I/We fully understand the above listed drop off

policies\_\_\_\_\_ / \_\_\_\_\_

### Gate Code/Releasing Children:

- A) PLEASE do not give gate code to a babysitter/ an occasional pick up person  
Ask them to ring the RING doorbell on the black gate  
Please send us a note/text **ahead of pick up** with name, their cell, ID. If we do not have previous note, we will not release child.  
All adults must be listed on “Child” emergency contact sheet, per California Licensing regulations.  
ECK understands that there may be a time when it’s a LAST MINUTE situation, but we will require the adult show a drivers license/ picture ID before we will release “Child”.
- B) ECK will not release “Child” with unsafe behavior/odor/slurring words, etc for safety of “Child”
- C) Please do not take “Child” without verbally or signaling a staff member
- D) ECK will change code 2-3 times a year for safety
- E) Please keep gate shut so a little one doesn’t get out

I/We fully understand the above listed child release

policies\_\_\_\_\_ / \_\_\_\_\_