

# Drop-Off & Pick-Up Times

Parents, we are required to have adequate staff on hand to accommodate for the number of children in our care at all times. Per DHS regulations, certain ratios apply to different age groups (example: 4 Infants per Teacher).

So, to be prepared and schedule enough staff at the right times, we request you indicate the daily time that you will be dropping off your child and the latest time you will be picking your child up.

\*Please note, with advance notice, we can accommodate a change in schedule, but we need to have a daily routine to be staffed correctly.

Child's Name:

\_\_\_\_\_

Drop Off Time:

\_\_\_\_\_

Pick Up Time:

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(Parent's Copy)

Child's Name:

\_\_\_\_\_

Drop Off Time:

\_\_\_\_\_

Pick Up Time:

\_\_\_\_\_

Director Approved:

\_\_\_\_\_

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