

# Please take this sheet of paper with you!

## Important Parent Information for Before/After School Care:

- Should anyone other than those listed on the “approved pick up” list (either at time of school registration or on child care registration forms) you will need to let me know. You can do this by emailing me, calling the school office, or giving the morning child care staff a note to give to me.
- Any person picking up your child/dren on the “approved pick up” list will need to bring their Driver’s License in with them. **If we don’t know you, we will ask for it! This goes for parents too.**
- **Please let anyone listed know they will need to bring in their ID.** This way it eliminates having to go back to their car and get it when we ask, and we aren’t being treated hostile by the person. This has happened numerous times. Please follow our rules and regulations by following this simple request.
- As I have different staff working different shifts and I myself not having seen everyone either, as there are different pick-up times, you as the parent or “approved pick up” person may be asked to show your ID more than once. Please be prepared to show your ID at least for the first week or so. This especially applies to any new families coming to Messiah. Please work with us on this as my staff are following my rules and state law, as am I myself by asking for ID.
- If someone shows up to pick up your child/ren that is not on the “approved pick up” list and we don’t have any form of notification, we **will call you and get approval for your child/ren to leave with said person.** If we can’t get ahold of you, your child **CANNOT** leave with said person. Please make sure this is all taken care of before pick up time!
- Anyone dropping their child off for Before School Care, please walk your child inside and sign them in. Please DO NOT drop your child off and drive off/wait for us to open the door.
- **Please don’t send a sibling in to get your child from after school care.** If you have an adult child who will pick up sometimes, then please list them as an “approved pick up” person.

**TURN OVER**

- **Please, Please, Please, DO NOT give out your sign-in/out code to ANYONE!** Each person that is approved to pick up your child/dren will get his or her own code. This is not only for the safety of the child, but so we know that that person is approved to take that child. **\*You will learn more about this on your child/ren first day of BSC/ASC.**
- When we have any days that school is out and **all day child care** is being offered, please sign your child up on the sign up sheets that will be on the table by where you will sign in/out. The dates available will be listed on the sheets. **Preschool families; you will get an email from Kathy asking about which days you need care. You won't need to sign up on the sheet.**  
Please sign up by the deadline listed on the sign up sheets, or your child will not be able to attend. I need to make sure my staffing is secured, so please respect the deadlines.  
**\*Teachers with children this also applies to you as well.**
- If there is a custody agreement that myself and my staff need to follow as to who picks up what days, or what is allowed, we need to have that **PRIOR TO YOUR CHILD STARTING CHILD CARE.** I will also need you to explain said agreement in an email so we understand it.  
Should there be any changes then what we were originally told, you will need to contact me.
- If you have any questions during the day, it is best to get ahold of me via email. I am not always at my desk, but generally have my computer with me so I can check emails.
- Any emails sent between 3:00-5:00 p.m. won't be returned until the next day, as that is during after school care time.
- Should you need to talk to me in person or over the phone, it is best between the following times; 9:30 a.m.-12:00 p.m. or 2:00-3:00 p.m. I can't guarantee I will be here all the time during said times, but those are generally the best times to get ahold of me.
- Please try and avoid coming to speak to me after 3:15 p.m. After School Care begins at that time.

If you have any questions about anything listed here or any questions in general, please email me or come talk to me during the above said times.

I look forward to getting to know all of our new families, and having a great year with new and returning families!

Blessings,  
Ms. Lindsey

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