

Greene's Family Daycare

Parent Handbook Addendum

Child Pick-Up & Departure Policy

Effective Date: _____

The safety and well-being of every child is our highest priority. To ensure a safe, orderly, and respectful environment during dismissal, all families are required to follow the procedures below.

Pick-Up Procedures

- Children may only be released to a parent, guardian, or other individual authorized on the child's enrollment forms.
- Parents/guardians must notify staff upon arrival and sign their child out, if required.
- Once a child has been released to an authorized adult, the child is no longer under the supervision or responsibility of Greene's Family Daycare.

Direct Departure Requirement

- Children must be taken directly to the family's vehicle immediately after pick-up.
- Children may not remain on the playground, front yard, driveway, or other daycare areas after being signed out.
- Running, playing, climbing on equipment, or lingering on the property after pick-up is not permitted.

Respect for Neighboring Properties

- Children and adults must remain on Greene's Family Daycare property only.
- Entering neighboring yards, driveways, sidewalks beyond daycare boundaries, or private property is not permitted.
- Please respect our neighbors' privacy and property.

Street & Walkway Safety

- Children must remain with their parent or guardian at all times after pick-up.
- Young children should be held by the hand or closely supervised while walking to the vehicle.
- Please use caution around moving vehicles and other families during pick-up.

Policy Enforcement

- First occurrence: verbal reminder.
- Repeated violations: written warning.
- Continued violations may result in further action as outlined in the Parent Handbook.

Parent Acknowledgement

I have received, read, and understand the Child Pick-Up & Departure Policy Addendum and agree to follow it.

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Child(ren)'s Name(s):

Date: _____

Greene's Family Daycare

Nickia & Cory Greene