

Children's Day Out

Parental Notice of Policies and Procedures

My signature on this paper confirms I understand and agree to adhere to the guidelines established in the *2023 - 2024 Children's Day Out Policy* throughout the 2023-2024 school year.

1. I have read, understand, and agree to adhere to the *2023 - 2024 Children's Day Out Policy*.
2. **I understand that a statement will be sent at the beginning of each month and that payment is due at the beginning of the month for enrolled children and on the day of service for reservations or drop-ins unless other accommodations are made with the director.**
3. **I understand that the doors at the CDO Entrance on the Clay Avenue side of building will be unlocked during designated drop-off and pick-up times only (p.2.) Outside of drop-off and pick-up times the CDO Entrance will be locked, and I will use the North Entrance and sign in at the Welcome Center.**
4. I understand that childcare fees for my enrolled child are owed regardless of sickness, quarantine, vacations, or weather-related closings.
5. I will assess my child's health before I send him/her to CDO and **WILL NOT** send my child to CDO if he/she is exhibiting any of the symptoms listed on p. 17 in the *2023 - 2024 Children's Day Out Policy* unless cleared to attend with a note from a health care professional.
6. I understand that my child's health will be monitored throughout the day to ensure he/she is well enough to remain at CDO, and that if my child exhibits any of the symptoms listed on p. 17 in the *2023 - 2024 Children's Day Out Policy*, they will be isolated in the designated sick room, and immediately dismissed from CDO.
7. **I understand that I must check-in and check-out with the director / assistant director or room 204 every day so that they know which children are in the building at all times.**
8. I understand that CDO does not provide lunch, and I will send a lunch with my child if they are staying for the lunch hour.
9. Lastly, I understand these guidelines might change throughout the 2023-2024 school year and I will be notified if any changes occur.

Signature _____ Date _____