



**FAMILIES FIRST CHILD CARE**  
**255 OLSEN ROAD BOARDMAN, OR**  
**FamiliesFirstChildCareCenter.com**

## **Arrival and Departure Policy (F4.7)**

We're so happy you've chosen Families First Child Care!

When you arrive to drop off your child, accompany your child into their classroom. Before you leave your child, please wait for a staff member to acknowledge you and your child. This ensures that we know your child has arrived and we can get them signed in accurately.

Transitions can be difficult and separation can be hard. It is easier if it is done quickly.

When you arrive to pick-up your child, feel free to enter the classroom and greet your child and the staff members. Once you've been acknowledged, a staff member will sign your child out and you and your child can gather their belongings.

Safety is our top priority, and following this policy will help ensure that children are signed in and out accurately.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_