



PORTLAND CHRISTIAN SCHOOLS

EST. 1947

www.pcschools.org

PORTLAND CHRISTIAN SCHOOLS
EARLY CHILDHOOD EDUCATION / SCHOOL AGE

ARRIVAL & DEPARTURE PROCEDURES

Children will enter the building and/or gym for before and after school care and extended care. Parents will sign the child in with the staff person or provide arrival instruction on the provided form. Children are released to the PCES playground supervisor at 8:00 AM for school or to the preschool teacher at 8:20 for preschool.

After school is dismissed, school age children are to go to the gym at 3:00 where they are signed in. Preschool children will remain in their designated classrooms for extended care.

All children on the premises are to be under direct supervision of a parent, teacher, or staff person. For safety, only authorized people are to be on the premises while the program is in session.

Parents will provide a schedule of care. The parent is responsible to notify Portland Christian in writing of any changes to the schedule including absences from school, play or music practices, sports practices, and visiting friends.

Only parents or authorized persons are to sign the child out. People unknown to staff will be asked to show identification consistent with written information furnished by the parent before the child will be released.

Parents of children not picked up by 6:00 PM will be contacted at home, then work. If the parent is not reached, the emergency contact people will be called to pick up the child and a note will be left on the door advising the parent if they come after the center has been closed for the night. Late Charges will apply.

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ARRIVAL INSTRUCTIONS

My child, _____, is to arrive at Portland Christian at (time and days)
_____.

If s/he does not arrive, please call (name) _____
at (phone) _____ or _____.

I have read, understand, and agree to these procedures.

Signed _____
Parent Signature

Date