



Family Christian Academy Preschool

"Building Foundations for Faith and Learning"

Sign-In/Out Procedure

Morning Drop-Off Procedure:

Parent/Guardian **must** record and initial their child's "Time In" on the Daily Sign In/Out sheet located with the child's class. To ensure our staff is aware of your child's arrival, children must be brought to the teacher for drop off.

- No toys from home shall be brought into the Preschool as they may not meet Federal/State child care laws.

Evening Pick-Up Procedure:

Adults authorized for child pick up **must** "Time Out" and **sign** their **full signature** on the Daily Sign In/Out sheet located with the child's class.

- All Pick-ups and Drop-offs must be conducted by an approved adult 18 years of age or older

One Hour Pick Up Policy:

Should the need arise to send your child home (illness, behavior, etc.), pick up must occur within one hour of the initial phone call.

Parents/Guardians who do not comply with the sign in/out procedures detailed above will be subject to dismissal from FCA Preschool.

Your signature confirms that you agree to comply with the Sign In/Out procedures described.

Students Name

Signature of Parent or Legal Guardian

Date

A Ministry of Family Worship Center
8919 World Ministry Ave * Baton Rouge, LA 70810-9099 * (225) 768-3024
P.O. Box 262550 * Baton Rouge, LA 70826-2550

Revised 4/4/2018