

## **SECTION XI – ABSENCES**

If your child will not be attending the Program because of a scheduled appointment, vacations or other planned absences, please notify the Child Care Director in advance. If your child is ill, notify the Rustler Roost Education Center or the program Director, Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the Child Care Director will attempt to contact the child's emergency person. Of no information can be learned about the child the Director shall call the Police for assistance.

See Section V, for failure to notify charges.

## **SECTION XII – RELEASE OF CHILDREN**

Children will arrive at and leave the Program according to the schedule written by parents on the Arrival/Departure form. Children will be allowed to leave with persons other than the parent only if permission has been given to the Director on the enrollment form, in writing by the parent or by a phone call. If a onetime exception is made to the schedule, the parent should provide the Child Care Director with a completed exception to that Arrival/Departure Procedures Form prior to the date.

If your child has any other kind of arrival/departure time change within the period he/she is enrolled in the Program, you must provide the Child Care Director with a completed Change of Arrival/Departure Form, Prior to the date the change is effective.

## **SECTION XIII – SCHEDULED AND UNSCHEDULED NO-SCHOOL, SCHOOL OPENING DELAYS AND SCHOOL CLOSINGS**

- On scheduled and unscheduled no-school days during the school year the Program will be open.
- On scheduled and unscheduled early dismissal on school days the Program will be open.
- The program will be closed if there are water, heating, electrical, etc. problems that make it unsafe or unhealthy for children to be present. Parents will be notified of such circumstances.
- The Program will be closed weekends and on all major holidays.

## **SECTION XIV – DISTRIBUTION OF MEDICATIONS**

Due to liability issues the Program will not distribute medications.