Operational Procedure

- **Hours**
  Cream of the Crop Learning Center will be open Monday through Friday from 5:45 AM-6:30 PM.

- **Holidays**
  The center will be closed on the following holidays:
  - New Year's Day
  - Good Friday
  - Memorial Day
  - July 4th
  - Labor Day
  - Thanksgiving Day (2 days)
  - Christmas Eve
  - Christmas Day
  - New Year's Eve (close at noon)

  *If a holiday falls on a Saturday, we will be closed on Friday and if the holiday falls on a Sunday, the center will be closed on Monday.

  Full tuition will be charged for weeks that include a holiday.

- **Arrival and Departures**
  No child will be admitted prior to the designated opening time. Parents must accompany children from the car into the building. Children must be escorted to their classrooms and left with the teacher. Parents must sign children in when they arrive and out when they leave from the front computer.

  IT IS A STATE LAW THAT ALL CHILDREN MUST BE SIGNED IN AND OUT BY THE PARENT EACH DAY!

- **Release of Children**
  CHILDREN WILL ONLY BE RELEASED TO A PARENT OR PERSON AUTHORIZED BY PARENTS ON THE APPROPRIATE AUTHORIZATION FORMS!

  Persons authorized by parents to pick up their children will be required to present their driver's license for identification. It is the parent's responsibility to keep the authorized names current.

  We must have an authorization from the parent in writing to allow any person, other than those listed on the enrollment, to pick up your child. If authorization is done over the phone, we will call the parent back to verify caller and information. **Even though person's listed on the enrollment form are authorized, please let us know at all times if someone other than a parent will be picking up your child.** This will enable us to prepare the staff and the child. Your child's safety is our number one priority!

  If a child is not to be released to a parent listed, it must be pursuant to a custody order. **A copy of the custody order must be placed in the child's permanent file.** If this document is not in the child's file, we will be obligated to release the child to either parent.