

The following information is very important.

Information Updates:

If any information on your child's blue card changes during the year, please stop by the front desk to make the corrections. The State of Arizona has strict licensing procedures.

Arrival & Departure Procedure:

Children must be signed in and out on the sheets located at the front desk. **A first initial, last name and time of day are mandatory.** No one under 18 years of age may sign out and take a child. A child may only be released to the parent or adult listed on the blue card. In a case where an adult is unknown, picture ID may be required.

Release Slips:

If someone other than yourself or your spouse is picking up your child, and is not on your blue card, you will need to fill out a form at the front desk.

Front Door Access:

Our front door has a magnetic lock system which opens with a button released at the front desk, or by using a proximity card. For a deposit of \$5.00 you may obtain a card. Your deposit will be returned to you at the end of the school year when you turn in your card. Please do not write the name of the center on the card. If you misplace your card, please notify us immediately so we can deactivate the card from the system.

Sun Screen:

It is your responsibility to apply sunscreen on your child, as needed before arrival at school.

Information Updates:

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Dismissal Procedure:

Your child may be dismissed from attending Family of Christ Preschool & Kindergarten for the following reasons:

1. Failure to pay tuition
2. Child is not current on immunizations
3. Child cannot acclimate successfully to the school environment
4. Child uses inappropriate language or shows aggressive behavior against others.

Parent or Guardian Printed Name

Parent or Guardian Signature

Date_____