**LATE PICK UP POLICY 19a-79-3a(d)(3)**

**Rev. 2/2/2018**

If your child will be picked up after 5:30 p.m., you will need to go directly to the upstairs classrooms by using the main front door (112 Bouton Street Location Only).

Any family picking up a child beyond program closing time will be assessed a fee of $2.00 per minute. Time will be computed by the clock in the sign in area. Payment of the late fee is expected the day that it takes place, however, if this not possible, it is due on the Friday after the incident. The late assessment is used to compensate the two staff members, which are 18 years of age or older, who remain late with the child. If the child has not been picked up with 10 minutes after 5:30PM, we will attempt to call the parents/guardians but if we cannot reach you, we will call your alternate pick up contacts that were provided at the time of enrollment. We ask you again to keep in mind the fact that our teachers have worked a long day and have commitments after work that are important. Families who are chronically late, may be terminated from the program.

The police will be called after 6:30PM if we are unable to reach anyone. At that time, the child will be released to the police. The non-emergency number for our local police department is 203-854-3000.

**CONFIDENTIALITY POLICY**

The Children’s Playhouse Inc.’s policy is to keep all information relating to a child or parent confidential. This confidentiality policy includes but is not limited to salary information of the parent, personal file of the child and health information.

Teachers are privy to this information on a need-to-know basis. All teachers are instructed on maintaining confidentiality on an annual (or more frequently if needed) basis.