**PARKING POLICY**

**For our 112 Bouton street location:**

Parking is available in the rear of the building in the mornings and afternoons. This policy is a city requirement and therefore it will be strictly enforced. If not adhered to, you can be asked to leave the center. Also, you **MUST** drive slowly when entering and leaving the center’s parking lot. (5 miles per hour).

If you are not the one brining or picking up your child, you must tell him/her the rules, because there will be no exceptions.

There will be NO PARKING in front of the school.

Everyone must pull in the back between the hours of:

 **7:30 a.m.- 9:30 a.m.**

**&**

**4:45 p.m. – 5:30 p.m.**

 **NO EXCEPTIONS!!!**

Building Access

Access to the building is only through the main entrance between the hours of 7:30am and 5:30 p.m. each weekday. Please note that all other entrances will be closed.

Arrivals

An adult must accompany your children to and from his/her classroom and sign them in and out each day. Children should be in school by 9:30am. Arrival after that time requires approval from the office. Please contact us in advance if your child will be arriving late.

Parents are responsible for removing their child’s outerwear and for putting their clothing and lunch boxes into their cubbies.

If you will not be available for contact during the day at the number listed in our records, it is your responsibility before leaving that day to provide us with any additional numbers in case of any emergencies.

If your child arrives prior to 8:00am, you will drop him or her off to the following room:

Prior to 8:30 a.m. All children will report to upstairs classroom.

**(Monday & Tuesday at the 31 West Ave Location)**

After 8:30 a.m. Each child will go to his or her assigned classroom

**FOR OUR 112 BOUTON STREET LOCATION:THERE IS TO BE NO PARKING IN THE FRONT OF THE SCHOOL**

**BETWEEN THE HOURS OF**

**7:30AM-9:30AM**

**AND**

**4:45PM-5:30PM**

**FAILURE TO ABIDE BY THIS POLICY CAN RESULT IN YOUR CHILD’S DISMISSAL**

**FOR OUR 31 WEST AVENUE LOCATION:**

**PLEASE DO NOT SPEED IN THE PARKING LOT.**

**PROGRAM HOURS**

Program hours are 7:30 a.m. – 5:30 p.m. Daily (10 hrs. per day)

Mon.-Fri. (5 days per week) 12 months per year.

We ask that you respect these parameters – teachers need time to set –up without feeling the conflicting desire to greet a parent and child who has entered the building before their program begins. The staff also has many evening commitments, such as school and family responsibilities. It is very important that they be able to leave promptly when the program ends.