



Policy and Procedures Reminders and Updates

This letter is to give you some updates and changes on a variety of topics in order to have the center run efficiently.

Schedules

Moving forward, we would appreciate for parents to provide a schedule for your child on the form provided. Please include **drop off** and **pick up** times. These schedules, provided in advance, ensure we will have adequate staffing in the building. We are asking that parents notify us of any changes to the schedule by closing time on Tuesday, the week prior to when care is needed. We are then able to create staffing schedules for the next week. Also, scheduled drop offs will not be permitted between the hours of 11:00am and 3:00pm to ensure a restful transition and rest time. Finally, if your child will be absent for the day, please contact Ms. Melissa by phone at 651-424-1001 or email at director@explorerschildcenter.com

Late Pickup Policy

A late fee of \$15 will be assessed after five (5) minutes and a \$1 a minute fee per child will be assessed thereafter for pickups after the center is closed. This fee will be added to your next bill and will be required to be paid before the child can return the following week.

Meal Times

We currently serve breakfast between 8:00-8:30am, lunch at 11:30am, and Afternoon Snack at 3:15pm.

Outside Food

Since we have a variety of allergies and health needs, per our handbook, outside food is not permitted in the center. This means that children are not allowed to bring in any food or drinks. The only exception will be for birthdays. All items to share for birthdays must be cleared with the director and be store bought and nut free.

Show and Share Day

Show and share day will be on Friday each week. Please allow your child to bring in ONE small toy on that day that will fit in their cubby space. We look forward to hearing about the item they choose to bring. ☺

Weather Appropriate Clothing

Please make sure your child has a weather appropriate change of clothing in their cubby. In addition, send in a complete snow outfit that can be left at the center. This would include a jacket, snow pants, gloves, boots and a hat.

Rest Time

Please send in a small blanket for rest time that can be left in the center Monday- Friday. Blankets are to be taken home on Fridays. Children will not be allowed to be dropped off between the hours of 11am and 3pm.