

BOOKER T. WASHINGTON CHILD DEVELOPMENT CENTER, INC.
1519 East Adams Street, Phoenix, AZ 85034 602-252-4743
SAFE ARRIVAL AGREEMENT / Program Rules

1. **ATTENDANCE** Parents/Guardians will ensure their child attends school every day. If your child is sick and unable to attend class it is the responsibility of parent/guardian to notify the office 602-252-4743 of student's absence. Students that are absent due to illness may be required to bring a doctor's note upon returning to school.
2. **EXCESSIVE ABSENCES (2 or more)** will not be tolerated and will result in being dropped from the program. (refer to Attendance Policy in Parent Hand Guide)
3. **PARENT CONDUCT:** It is the policy of BTW that all parents and students respect all students, families and staff. BTW prohibits negative behavior or profanity. It is the goal of BTW to provide a safe and healthy environment for all students, parents and staff. Unbecoming behavior from the parent will result in being dropped from the program.
4. **SIGN IN/OUT**
 - School starts at _____ (See student Calendar for classroom hours)- Students must be picked up promptly at _____ pm and _____ on Wednesdays. **Late arrivals and Late pick up will not be tolerated.** If your child is dropped off/picked up late they run the risk of being dropped from the program.
 - All students must be signed in/out daily upon arrival and dismissal.
 - Students must be delivered directly to their assigned classroom. A student must **never** be dropped off in front of the school. Parents/Guardians are responsible for advising others that might bring their student to school to bring the student inside the classroom and **sign student in.** Parents/Guardians are responsible for advising others as to location of student's classroom, teacher's name, and student's full name **not nickname.**
 - Students will only be released to persons designated on the Blue Emergency Card. Emergency contacts must be 18 years of age or older. Students **will not** be released to a person whose name is not on the Blue Emergency Card or is not at least 18 years of age.
5. **BLUE EMERGENCY CARDS:**
 - It is the responsibility of the parent/Guardian to ensure that Blue Emergency Cards are up-to-date at all times. Parents/Guardians must ensure that the classroom staff has the most current phone numbers and that all phone numbers listed are working numbers.
 - Names used as emergency contacts must agree to take responsibility of your child in the event that we are not able to contact you. They must agree to come and pick up the student in case of an emergency.
 - In the event that you or the persons listed as emergency contacts cannot be reached it is the policy of BTW to call **911** or **Department of Child Services** and could result in your child being dis-enrolled from our program.
6. **STUDENT CLOTHING:** All parents/guardians are asked to send an extra set of clothing to be kept in the student's cubby and used when the student gets wet or soiled and needs a change of clothing.

I acknowledge that I have read, understand, and agree with the above stated Safe Arrival Agreement/Program rules.

CHILD'S NAME

PARENT/GUARDIAN SIGNATURE

DATE