



ANNA'S CHILDCARE
DEVELOPMENT CENTER

Anna's Childcare

**SIGN-IN AND SIGN-OUT
PROCEDURES / ATTENDANCE
RECORDS**

(WAC 110-300-0455)

It is a state requirement for all children to be signed in when the child arrives and signed out when they depart the facility.

1. Arrival and pick-up instructions:

- Upon arrival; the parent, guardian or authorized person must sign the child in using signature of full name, the date and time.
- Upon departure; the parent, guardian or authorized person must sign the child *out* using signature of full name, the date and time.
- We use the electronic sign in and out and the procedures for that system. You are required to sign in/out using your full name, the date, and time.

*If we are fined for you not signing in and out your child you will be billed for a fine up to \$100 payable in 30 days.

2. Please identify on the Child Care Registration form, who is authorized to pick up your child. We will not release your child to any person without your written permission. This form should be kept current. The person picking up your child must have identification, as we may ask for verification of identity before releasing a child.
3. Anyone who appears to be under the influence of drugs or alcohol arriving at child care to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, 911 will be called.

Hours and Days of Operation

The child care program is open the following hours, except holidays. Parents are welcome to visit their children at any time during the day.

Day	Hours
Monday	5:30am to 6:00pm
Tuesday	5:30am to 6:00pm
Wednesday	5:30am to 6:00pm
Thursday	5:30am to 6:00pm
Friday	5:30am to 6:00pm
Saturday	closed
Sunday	closed

Holidays

Child care is closed for the following holidays:

Holidays	Date, Comments
See Holiday closure sheet posted	

We participate in all Holidays. If you have a special request please discuss with the director and we will do our best to accommodate your need.

Family/Parent/Guardian Vacations and Absences

1. You are required to give 2 weeks advance notice for vacation.
2. Please call and inform us when your child will not attend due to illness or some other event.
3. Payment will not be reduced during your vacation days.
4. Please advise us upon enrollment if you plan to remove your child from child care for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.).

Provider Vacation/Emergency Closure Policy

We will give you at least 4 week(s) advance notice of any closure dates such as summer vacation, Spring break or other schedule dates of closure. Payment will not be reduced during these breaks.

We will close if an emergency occurs that will prevent my staff making it to work. Example will be snowed in.

Back-up Child Care and Consistent care policy (WAC 110-300-0495)

We recommend that you have access to an alternate child care arrangement. You may need care for school closure days or emergencies such as no electricity. If there is an emergency or reason that center needs to be closed you will be notified as soon as possible so that you can make other arrangements. We recommend alternative childcare centers but it is always your responsibility to find backup child care. For a child care referral, please call:

*Child Care Aware of Washington
(206) 329-5544
1-800-446-1114*