



March 20, 2018

Dear Parents,

The Department of Children and Families has enacted additional regulations for child care centers. Some of these regulations have resulted in updates to Sacred Heart Early Childhood Center policies. Please review these updated policy procedures and fill out the **Arrival Time Form** located in your child's classroom.

Regulation: Section 7.5 Daily Attendance

C. If a child does not arrive to the program or the agreed upon designated pick-up location, child care personnel must communicate as early as possible (within one hour of the child's scheduled arrival) with the custodial parent/legal guardian; if there was no prior communication from the custodial parent/legal guardian of the child's absence. If the child care personnel are unable to reach the child's parent/guardian, emergency contact must be notified.

Updated Policy

All Parents/ legal guardians are required to list the latest primary arrival time for their child. Parents/legal guardians must notify the Early Childhood Center within one hour of the child's listed primary arrival time if they will not attend that day.

Arrival Time: In order to facilitate the safe arrival of children within their listed primary arrival time to the center and limit disruptions to the children and classroom routines ALL children should arrive in their classroom by 9:30 a.m. Unless previously arranged due to doctor's appointments or special circumstances. If you are unable to arrive prior to 9:30 a.m., please wait until after classroom naptime to bring your child.

Thank you for your continued cooperation and support.


Lucinda O'Quinn