Arrival & Departure

Drop-off and pick-up procedures and authorized releases

Effective: September 2026 | Reviewed Annually

Arrival and departure times are important parts of a child's day. Smooth and consistent transitions help children feel safe, secure, emotionally supported, and confident while adjusting between home and childcare environments.

Helping Children with Daily Transitions

- Establish consistent arrival and departure routines that work best for your child and family.
- Spend a few moments helping your child settle in, but avoid lingering too long as this can sometimes make separation more difficult.
- Always say goodbye before leaving. Sneaking out can create anxiety and uncertainty for children.
- A cheerful and confident goodbye helps reassure your child that they are safe and that you will return.
- Families are welcome to provide a family photo to be displayed in the childcare space to help children feel connected throughout the day.
- Please understand that some children may also struggle with transitioning home at the end of the day. Allowing children a moment to finish activities and reconnect with parents can help make departures smoother.

Arrival Procedures

- Country Lane Early Learning opens promptly at 6:45 a.m.
- Children may not arrive before opening time unless prior arrangements have been approved.
- If your child will be arriving late, absent, or following a different schedule than usual, please notify the provider as soon as possible.
- Children should arrive clean, dressed for the day, and with a fresh diaper if not potty trained.
- Children arriving after 8:30 a.m. should arrive having already eaten breakfast.

Departure Procedures

- Country Lane Early Learning closes promptly at 5:30 p.m.
- Parents are asked to arrive early enough to gather belongings and leave the childcare premises by closing time.
- If you are unexpectedly delayed, please notify the provider as soon as possible.
- Children benefit from a calm and connected departure routine. Taking a few moments to reconnect with your child before leaving is encouraged.
- Parents are encouraged to actively listen to their child's stories, projects, and experiences from the day.

- Please check your child's cubby daily for artwork, notices, and important information.
- For the benefit of your child, please put away cell phones during pick-up and give your child your full attention during departure.
- Late pick-up fees apply for pick-ups after closing time, as outlined in the Fees & Holidays policy.

Safety During Arrival & Departure

- Parents and guardians remain responsible for supervising their children during arrival and departure times.
- Children should remain within sight and under direct supervision while on the childcare premises.
- Vehicles should never be left running while unattended.
- Children may never be left unattended in vehicles, strollers, wagons, or anywhere on the property.
- Families should use the designated basement entrance, located downstairs by the garage, unless otherwise instructed.
- Children will only be released to authorized individuals listed on the enrollment forms.
- If someone other than a parent or authorized individual will be picking up your child, advance notice is required.
- Photo identification may be requested before releasing a child to anyone other than a parent.

Questions & Program Contact

Questions about arrival, departure, or pick-up authorization may be directed to: Sara Kingston, Program Coordinator/Director, sara@countrylaneearlylearning.com, (435) 255-8499.

Thank you for helping create safe, positive, and supportive transitions for your child each day. Strong communication, consistency, and partnership between families and caregivers help children feel secure, confident, and successful in childcare.