



Arrival and Departure

- Caregivers are responsible for their children (including their children who are not receiving services) at all times they are in the waiting areas.
- Caregivers should wait in the waiting areas for their child's Applied Behavior Analysis Tutor (ABAT) to escort their child to their session.
- At the end of the sessions, ABATs will escort their child to the waiting room area.
- If the caregiver brings siblings or other children to the center, they must be attended to at all times. At no time may a child be left unattended. If a child is found unattended, the caregiver may be asked to leave the premises with the child.

1. Late Arrivals

- a. Caregivers are expected to drop off their child in time for their session start time.
- b. We must be notified as soon as possible if you will be late for your appointment.
- c. If there are a number of late arrivals that exceed 15 minutes after your scheduled session time, we may need to discontinue care.
- d. Please call **269-250-8200** to notify us of any late arrivals. Even though our office may be closed we do receive the messages in a timely fashion.

2. Late Departures

- a. Caregivers or another approved person are expected to pick up their child at the session end time.
- b. If caregivers are running late, they are asked to call the center at **269-250-8200**.
- c. If there are a number of late departures that exceed 15 minutes after your scheduled session time ended, we may need to discontinue care.
- d. A child will only be released to a custodial guardian or another caregiver with prior written consent from the custodial guardian. A custodial guardian may add or remove a caregiver from the release to pick through the office support specialist in the front office.
- e. **Divorce and other life events:** Custody will only be verified through an official court document. Should custody change, it will be the responsibility of the custodial guardian to provide an official court document. A child will not be released to anyone not known to have custody without verified permission from the custodial guardian.

