CHILDREN’S CENTER SCHEDULE GUIDELINES

Policy or Procedure Description:
CC.001 provides guidelines for John Jay Children’s Center scheduling.

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CHILDREN’S CENTER SCHEDULE GUIDELINES:

1. Children attend the Center based on their parent’s Child Care Schedule which is on file in the office and classroom.

2. Children should arrive within fifteen (15) minutes before their scheduled time.

3. Children should be picked up within fifteen (15) minutes after their scheduled time ends.

4. Children must be registered for and attend a minimum of two (2) consecutive class periods per day as well as two (2) days weekly.

5. There are no arrivals in the Center after 3rd Period begins at 11:05 a.m. and before the end of 4th Period at 1:45 p.m.

6. Children will benefit greatly and the life of parents will be easier if no child is picked up during Rest Time which extends from approximately 12:00 to 2:00. If occasionally you must pick up your child during rest time, please notify the teachers in advance that you will be coming for your child. Follow the directions of the teachers who may ask you to dress your child in the lobby of the Center.

7. Children are assigned initially to classrooms based on age and their parent’s class schedule. Parents may add regular hours for study, work, work/study or other purposes at the end of College registration for each semester. Additional hours are not guaranteed and will be assigned based on availability. Please apply in writing.

8. Parents may use the Center for occasional extra hours at the discretion of the classroom teachers if space is available.