

Time To Succeed Child Care and Early Learning Center
1020 Pleasant Valley Blvd. Altoona, Pa 16602 Phone (814) 946-1972

TO: All Parents

RE: Safety during Drop-Off and Pick-Up of Children DHS Child Care Regulations 3270.171 (b) (c)

Parents and other family members will not be allowed inside the child care program. This is upon the recommendation of the Center for Disease Control, to keep our children and staff safe to prevent the spread of COVID-19.

Families will call 946-1972 as soon as they arrive in our parking lot. They will head uphill on 12th Street and turn right toward our shed. They will pull up to the end of white fence and put their car into park. The left side of the car will be parallel with white fence. Please wait patiently if there is a line of parents. Please try to have your child's car seat on the left hand side. If you have multiple children we will do our best to get them as quickly as we can.

The teacher in charge will scan your child(ren's) temperatures with a no touch thermometer. If their temperature is higher than 99.9 they will not be permitted to stay. They will visibly inspect your child for any signs of illness and have you initial a form that your child has not been ill within the last 24 hours.

At Pick up time you must call 946-1972 and request your child be brought out to your car. We will have your child ready and waiting with their belongings at your scheduled pick up time. Please form a line facing 12th Street just like at drop off. We will bring your child and its belongings with them to you.

The children will be released only to their parents unless written instructions are received permitting pick up by another adult. Parents and Guardians or other persons will follow the same pick up and drop off procedures.

In an emergency, Time to Succeed may be telephoned and will document pertinent information regarding an alternate adult picking up the child. Time to Succeed Staff will verify this information, by a return phone call to the parents phone that is located on the child's emergency contact form. It is pertinent to keep emergency contact updated. Photo Identification is required of the special person picking up the child before the child will be brought to that person's car. Any person, who comes to pick up a child that staff is unfamiliar with will be required to produce photo identification.

Time to Succeed would appreciate your cooperation with the above outlined procedures. Please remember that we use these procedures with the safety and well being of your child in mind. Feel free to discuss these and any other concerns that you may have with our staff.

Thank-You!