Regan Park: Drop-Off and Pick-Up Policies

1. **Drop-off time is at 8:30am**: Please make sure you do not drop off your child before 8:30 because they will not have proper supervision before this time. Even if staff members are present, they are busy trying to prepare for the activities that day.

2. **Register with a staff member if it is your first time this summer**: Parents will be asked to fill out a registration form and the child will be given a Parks Pass.

3. **If you have already registered this summer, drop your Parks Pass in the Parks Pass box**: This will help us to keep track of attendance throughout the day.

4. **Please check-in with a staff member when dropping off your child**: This helps us keep track of every child under our care.

5. **When picking up, please check-in with Staff and retrieve your Parks Pass**: We like to see you before you leave...and we don’t want you to forget your Pass!

6. **Please give us as much information as possible on your registration forms**: If your child can ride or walk home, please note this on their registration sheet. Also, please list ANY adults who are allowed to pick up your child.

7. **Our program ends at 4:30pm**: Please pick your child up on time. Our staff is not expected to stay beyond this time so please be fair to them. Thank you!

**Please Note:**

If Park Place is outside and the weather becomes a hazard (lighting, flood warning, etc.) or undesirable (heavy rain, thunder, lighting, etc.) and we have to close the park, the Regan Staff will make calls to the numbers listed on the Emergency Contact sheet for a parent or guardian to pick up their child(ren).