



Child Care Business Name and Address (here)

Dear Parent/Guardian,

Please be advised of the following policies for clients of (business name here):

1. Clients shall use the _____ for parking, loading, unloading of children at all times. Parking on the _____ is prohibited. In the event you arrive and designated area is taken, please wait in _____ until a space is available.
2. Clients shall drive safely and follow all traffic regulations on **(name of street)** and the surrounding neighborhood, including but not limited to, observing the posted **(speed limit)** mph speed limit.
3. Clients shall be mindful of adjacent property owner's safety concerns when driving to and from **(name of family child care home)**. Clients shall be mindful of their noise level when entering and exiting.
4. Clients shall not make U-turns or park in neighboring driveways nor make U-turns within street right of way. Clients will refrain from any maneuvers that are unsafe or would obstruct flow of traffic.
5. Under no circumstances shall the client do the following while dropping off or picking up their child:
 - Honk horn
 - Double park
 - Park in the middle of the street
 - Leave engines running
 - Park in the wrong direction on **(name of street)**.

We sincerely request that you strictly follow all conditions listed above without any exception. If you are observed violating any of the conditions state above, we may be forced to refuse our services to you in order to preserve a safe environment in our neighborhood and for children attending our program. We appreciate your understanding, cooperation, and help.

Please sign below stating that you have read, understand and agree to follow the **(business name)** Pick-up & Drop-off Policy.

Client Signature (Parent/s or Guardian/s)

Date

Client Signature (Parent/s or Guardian/s)

Date

Sample Pick-Up & Drop-Off Policy