

Thank you for entrusting your child to our Early Childhood Program (ECP).

The Early Childhood Program’s standard operating hours are:

- **Monday through Friday**
- **8:30 AM - 3:30 PM**

Scheduled breaks and holidays are on the ECP calendar.

Your child’s day at ECP is filled with activities and experiences to help them learn and grow. Full-day attendance is essential, as lateness, early pickups, and absences will affect their treatment.

- You must contact your Case Manager **at least 24 hours in advance** if you need to cancel a day or change your child’s arrival or dismissal time
- You must provide the Case Manager **two weeks' notice** for preplanned absences such as vacations or doctor’s appointments. If you can not provide notice early enough, please inform the case manager as soon as possible.

We understand that occasional last-minute cancellations are unavoidable due to illness. However, please inform your Case Manager as soon as possible. Last-minute cancellations are only acceptable for unexpected sickness.

If your child arrives at ECP after 8:45 AM without letting your case manager know 24 hours in advance, your child will not be able to attend that day. Routine is of the utmost importance to our children. When children join in the middle of the morning routine, it becomes stressful for your child and the other participants rather than therapeutic. When everyone arrives at the same time it allows the children to experience important social opportunities together.

If your child is picked up before 3:00 PM or after 3:30 PM, without letting your case manager know 24 hours in advance, your child may not be able to attend ECP the next day.

If your child has not been picked up by 4:00 PM, without letting your case manager know 24 hours in advance that there was an emergency, **we will contact Childline and the police** so they can help your child get home safely.

I understand that if I arrive after 8:45 AM, my child cannot attend ECP that day.	Initial:
I understand that if I have three last-minute cancellations in a month, the clinical director will evaluate whether ECP is the most appropriate treatment option for my child.	Initial:
I understand that if my child has not been picked up from ECP by 4 PM, Childline and the police will be called to help my child get home safely.	Initial: