



**Policy and Procedure for
Admission, Discharge, Arrival and Departure of Children**

Admission:

A written explanation will be given to any parent whose child is not admitted to Riviera Preschool Children's Center.

Discharge:

A written explanation will be given to any family asked to leave Riviera Preschool Children's Center.

Arrival:

Parents must take their child/children to their individual classrooms and report their presence to the teacher.

Departure:

The parent or guardian must supply Riviera Preschool Children's Center with a list of individuals allowed to pick up their child/children up from the center.

Picture identification will be required if the person picking up is unknown to the staff.

If an intoxicated or impaired person insists on removing a child from the center, we will immediately report the incident to the local police department. (317-327-3811)

If a court order exists preventing a particular individual from having contact with a child, Riviera Preschool Children's Center will comply with the order. Riviera shall keep a copy of the order in the child's file.