

**Brooklyn Child Care, Inc., 800 Poly Place, Brooklyn, NY 11209**  
**(718)630-2831 or (917) 613-6821**  
**Tanya Lipkin, Director**

**DROP OFF AND PICK UP RULES FOR DAYCARE**

We are located on United States federal government property and we must follow VA rules for safety purposes. Please park only in designated parking spots. Please do not stop in the middle of traffic to let your child out of the car. VA has designated a safe parking lot for our use.

VA Police may issue a summons for not complying with the rules.

Thank you for following VA rules.

**NEW DROP OFF POLICY**

1. Please park in legal parking spots only.
2. Ring the bell and come into the school.
3. Sign your child into the school.
4. Bring your child to the teacher, hand in hand. You are not permitted to leave your child alone in the waiting area.

I understand the safety rules of pick up and drop off. I understand that I may receive a summons issued by VA Police if the rules are not followed.

I have read and understand the new **Drop Off Policy**. I will bring my child into the school and hand my child to a teacher.

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Patent's Signature

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Date

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Child's Name