

A to Z Clinic Parent Handbook



Parent Late Arrival Policy

To ensure our schedule runs smoothly and staff time is used effectively, if your child has not arrived within one hour of their scheduled session start time and the clinic has not been contacted, the session will be considered a no-call/no-show and will be cancelled. Please notify the clinic as soon as possible if you anticipate being late or unable to attend.



Late Pick-Up Policy

We follow school-based safety standards for late pick-ups. If a parent or authorized guardian has not arrived at the scheduled pick-up time and we are unable to reach the parent or any emergency contact within one hour, the clinic will contact the local non-emergency number for guidance to ensure the child's safety.



First Day Checklist for Parents

Please send the following items with your child:

- Diapering materials (diapers, wipes, and any creams if applicable)
- Two extra pairs of clothes, including:
 - Socks
 - Underwear
 - An extra top and bottom
- Backpack or lunchbox with a packed lunch
- Any preferred utensils or containers
- Water bottle labeled with your child's name
- Any medications or creams that need to be administered during the day
 - Include a signed medication authorization form if required
- Preferred snacks
 - You may send a box of your child's favorite snacks
 - Snacks will be stored in a cabinet or bin labeled with your child's name
- Bedding (if your child participates in nap time)



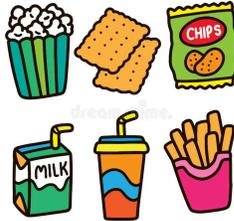
Nap Time Protocol

If your child requires a nap, the clinic offers a designated one-hour nap time. Parents may send in bedding for their child's use. Bedding will be sent home every Friday to be washed and returned the following week to maintain cleanliness and hygiene.



Snack and Lunch Protocol

Parents are responsible for providing their child’s lunch and snacks unless otherwise specified by the clinic. All food items should be packed in labeled containers and follow any allergy or dietary guidelines provided. Please include any necessary utensils and ice packs as needed. A to Z is able to store snacks in a safe place for your child.



Playground Description and Signature

Our clinic includes supervised motor room time as part of daily programming when appropriate. Playground activities support physical development, social interaction, and regulation skills. Parents are required to review and sign the playground policy acknowledging their understanding of playground procedures, supervision, and safety expectations.



Sick Policy

To help maintain a healthy and safe environment, please keep your child home if they show signs of illness such as fever, vomiting, diarrhea, or other contagious symptoms. Children must be symptom-free for at least 24 hours without the use of medication before returning to the clinic. This policy helps protect all children and staff from the spread of illness.

Parent Name: _____

Parent Signature: _____

Date: _____