**Brooklyn Child Care Incorporated (BCCI)**

**800 Poly Place, Brooklyn, NY 11209**

**Building #16 (Behind the VA Hospital)**

**(718) 630-2831 or (718) 608-7318**

**Veterans Administration Hospital (VA) Pick up and drop off policy**

Dear Families,

Please sign to acknowledge that **we are located on government premises**, and we must follow their rules for safety purposes. Please Park in the designated parking spots. Please DO NOT stop your vehicle in the middle of traffic to let your child out. The VA has designed safe parking for us to use.

**The VA police may issue a summons for not complying with the rules.** Thank you for following the rules of the VA.

Sincerely,

The Director

**I understand the safety rules:**

1. Stay with your child at drop off and pick up (never leave child unattended)
2. Change your child into clean child friendly shoes
3. Adult only can **Sign in and out** (This is a legal document)
4. Fill out the Child Health Check daily
5. Hand all notices to the teacher (not in the backpack)
6. Fill out all notices (i.e., absent or information exchange) next to the sign in sheet.

**Print Child Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**