



99 W Main Street
Phone 385-201-1060
Literacy@lehi-ut.gov

Policies and Procedures

1. Sign In and Sign Out: Every day please make sure you sign in and sign out your child.
2. Drop Off and Pick Up: Please drop off and pick up on time. Drop off between 9:25 and 9:35. Pick up between 11:20 and 11:30.
3. Absences Without Notices: If your child misses twice without notifying us, we will assume that they have left the program and will be replaced by someone on the waiting list.
4. Class Schedule: Please choose your class day and time carefully. It is difficult to make changes to the schedule once the session has begun.
5. Bug Free: Please contact the Center at least 30 minutes prior to class time if they will not be attending due to any of the following symptoms: runny nose, fever, cough, vomiting, diarrhea, unknown rash, discharge from eye(s), and/or illness being treated with antibiotics for less than 24 hours.
6. Emergency Contact Form: Please make sure that we have a current emergency contact form on record.
7. Current Email: Because we communicate by email, please make sure we have a current email and that you are checking your email.
8. 10 Minute Late Policy: If you are going to be more than 10 minutes late we will see you next time. Arriving late interrupts the other students from their learning time.
9. Bathroom: Please make sure your child uses the bathroom at home or at the center with your assistance before class time. We are unable to assist them.
10. Children must wear shoes! We do sit on the floor sometimes; make sure that shirts and pants cover backsides, please.
11. Children must be age four on or before September 1, 2019.
12. Your child may attend the AM Program one session and then they can be placed in the afternoon programs if they are ready to continue reading instruction.
13. Lehi residents only.
14. We follow the Alpine School District Holidays.

www.lehi-ut.gov/recreation/literacy/programs/
www.lehi-ut.gov/discovery/literacy-center
www.facebook.com/lehiliteracycenter