



Lehi-Rippy Literacy Center

ABC Program Policies and Procedures

99 W Main Street Lehi
385-201-1060

The Lehi-Rippy Literacy Center is excited to offer our ABC program to children who live in Lehi. For the program to run efficiently, please adhere to the following guidelines:

- Please be **on time**. If you are going to be later than 10 minutes, we ask that the child skip that days class and attend their next scheduled class.
- Drop-off will be on the East side of the building. Enter the parking lot from 100 South. Please move as far forward as possible.
- Pick-up will be 11:30 am. Be punctual.
- Let us know in advance if your child will be unable to attend. Call or send an email to **literacy@lehi-ut.gov** as soon as you know when they will be gone.
- If a child continually misses class and you have not notified us, we will assume that he or she has left the program and they may be replaced by someone from the waiting list.
- Keep sick children at home. We will call parents of any child who shows signs of illness.
- We will be having the children wash their hands as they enter the Center.
- Children must wear shoes while at class.
- Make sure we have your current phone number and email. Most of our communication is through email.
- Feel free to bring a change of clothes in a Ziploc bag with your child's name on the bag; if you think it is necessary.

Current information regarding the Literacy Center is available at:

www.lehi-ut.gov/recreation/literacy/

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Lehi Rippy Literacy Center

Thank you so much for your support. We are grateful to have the opportunity to work with you and your children.