

COS ~ TR Rules & Guidelines Adult Morning & After Work Program

- ▶ Participants will be scheduled from a waiting list on a first-come/first-serve basis when classes are filled and as space becomes available.
- ▶ Please notify the staff if your child will be unable to attend for two or more days in order to be kept on a roll. You will be notified that your child /client has been taken off the roll.
- ▶ Participants must be at the center no later than 3:45 pm and must be picked up by 6:45 pm. Repeated offenses may cause the participant to be dropped from the program
- ▶ .Please notify Therapeutic staff if you have any problems or concerns in our programming. We will do our best to alleviate the situation.
- ▶ All parents/caregivers/guardians must sign participate in the program by contacting Therapeutic staff. If any participant is not signed in by staff, you will be called to pick up the participant. If this happens more than one time, the participant will be dropped from the program. Please remember that COMMUNICATION is critical in our partnership.
- ▶ If you have any concerns or an emergency, please contact staff at 547-1164 or 651-6791 or the main office at 351-3841.

