



Atonement  
Christian Day School  
909 E. Main Street  
Barrington, IL 60010  
847-382-6360  
[ACDS@churchofatonement.org](mailto:ACDS@churchofatonement.org)

Child's Name: \_\_\_\_\_

## Guidance and Discipline

The primary forms of discipline used at ACDS are “problem solving” and “redirection.” Children are given attention and support by staff when struggles arise. In the event that they are unable to regulate and integrate positively into a particular situation, children are assisted in transitioning to new activities. Parents are informed by formal conferences, daily teacher/parent messaging on the Procure app and interaction at the end of the day. Incident or accident reports may be completed and will require parent signature. Please note that ACDS protects the privacy of each child and therefore identifying information will not be provided. Basic rules, which are discussed with the children are as follows:

- We respect ourselves and each other-we do not hurt anyone physically or emotionally.
- Equipment is to be used in a safe and appropriate manner.
- Children may leave the classroom only when accompanied by a teacher, parent or classroom volunteer.
- We use “inside voices” and “walking feet” in the classrooms and hallways.

After attempts have been made to meet the child’s needs and with proper notification, a child may be dismissed from a program for reasons of non-cooperation, inability to adjust to a program, or if it is deemed that the program cannot meet the needs of the child.

Atonement Christian Day School upon termination of enrollment shall consider the child’s and parent’s needs and will make referrals to any agencies or facilities that might meet the needs of the child if available.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

## Late Pick-up/Early Arrival

**Full Day program drop off is at 7:30 am**

**Part Day program drop off is at 8:20 am**

The school closes at 5:30 p.m. **A late fee of \$1.00 for every minute thereafter, will be assessed for late pick-ups.** The staff will make every attempt to contact a late parent. In a case where a parent cannot be reached, the staff will then go to the emergency contacts. If they are unable to be reached, the Barrington Police will be called after **ONE HOUR OF CLOSING TIME.**

**No child is to be brought more than ten minutes before class time; consistently early arrivals will be charged with the same fee. Please be sensitive to the fact that teachers have families and activities outside our daily work and we are mindful of budgeting.**

**\*Fees will be directly invoiced through your account on Procure and will require immediate payment.**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated