



Pre-K Drop-Off and Pick-Up Guidelines

To help ensure the safety, security, and well-being of all children, we kindly ask families to follow the procedures outlined below. Please understand that this information is correct at the time of publishing, but is subject to change without notice.

Consistent arrival and dismissal routines are an important part of a successful school day for young children. To allow teachers to focus on helping children transition smoothly into and out of the classroom, we ask that conversations with staff during drop-off and pick-up remain brief. If you would like to discuss your child in greater detail, please arrange a meeting with the teacher at a mutually convenient time. Our staff will always be happy to accommodate you.

Please note that all children will enter and exit through the designated entrance located on the east side of the Center near the parking lot.

MORNING DROP-OFF

Pre-Care Drop Off

- Doors open at 7:30 AM

Procedure

- A teacher will receive your child and escort them into the pre-care classroom.
- Once your child has been received by a teacher, parents should depart promptly

School Day Drop Off

Drop-Off Time

- Doors open at 8:12 AM and close promptly at 8:25 AM
- Please arrive on time to support a calm and smooth transition for your child.

Procedure

1. Park your vehicle in the parking lot.
2. Escort your child to the designated entrance.
3. A staff member will greet your child and escort them to their classroom.
4. Your child's single comfort item should be small enough to fit in their bookbag and should be in the bookbag before they enter the building
5. Once your child has been received by staff, parents should depart promptly.

Late Arrivals

- Families arriving after 8:25 AM should ring the doorbell.
- A staff member will meet you at the entrance and assist your child into the building.

Attendance

- Attendance is recorded in the PowerSchool system at 9:15 AM.
- Children arriving after attendance is taken will initially be marked absent and later updated to tardy upon arrival.

END OF SCHOOL DAY PICK-UP

Pick-Up Time

- Doors open at 2:15 PM and close promptly at 2:25 PM.

Procedure

1. Pick up your child at the same designated entrance used for morning drop-off unless your child is enrolled in Aftercare or uses school bus transportation.
2. Staff will escort children to the designated pick-up area.
3. Parents should depart promptly after receiving their child so staff may continue assisting other families.

Late Pick-Up

- A late fee of \$5.00 per 10-minute increment will be charged beginning at 2:25 PM.

OTHER PICK-UP

Pick-Up on Early Dismissal Days

On scheduled Early Dismissal Days:

- Doors will open at 11:15 AM and close promptly at 11:25 AM.
- Standard afternoon pick-up procedures and late fees will apply.

Early Pick-Up

If you need to pick up your child before dismissal time:

- Please notify the main office in advance whenever possible.
- Your child will be brought to the entrance at the designated time.
- Families arriving without prior notice may be asked to wait outside while staff prepare the child for dismissal.

Standard pick-up procedures remain in effect for all early dismissals.

After-Care Pick-Up

After-Care Services end at 6:00pm. If you are running late, out of consideration for the teachers

- Notify the Director (917-593-6267) of the approximate time of arrival

We will make every effort to contact you or your emergency contact, but after 15 minutes without your notifying the Center:

- We will notify the authorities.
- There will be an additional charge of \$1.00 for each additional minute your child is left in Aftercare after 6:00pm.

Parents and Guardians are required to sign their children out of After-Care.

SAFETY AND SECURITY

Identification

- A valid photo ID may be requested at pick-up.
- Only individuals listed on the authorized pick-up form will be permitted to pick up a child.

Parking

- If you arrive before doors open, please remain in a designated parking space at the front of the playground while waiting.

Car Seats

- Children should always be secured in an appropriate car seat or booster seat in accordance with state regulations.

COMMUNICATION

Changes in Pick-Up Arrangements

- If someone other than the authorized individuals will be picking up your child, please notify the main office in writing as soon as possible.
- Please also ensure the designated individual understands the Center's pick-up procedures.

Emergency Contact Information

- Parents are responsible for keeping all emergency contact information current with the main office.

SCHOOL BUS DROP OFF AND PICK-UP

For families utilizing school bus transportation, please review the following procedures carefully. The district will be communicating with relevant parents about transportation. The information from the school district supersedes information in this document, on the subject of school bus transportation.

Morning Bus Drop-Off

Arrival Time

- Buses are expected to arrive at approximately 8:15 AM.

Procedure

1. A staff member will meet the bus upon arrival.
2. Children will be escorted safely into the building.
3. The bus will depart once all students have exited safely.

Afternoon Bus Pick-Up

Departure Time

- Buses will begin loading at 2:15 PM.

Procedure

1. Staff will escort children to the bus.
2. The bus driver will ensure all children are safely seated before departure.

Bus Safety and Communication

Bus Safety

Please review bus safety expectations with your child, including:

- Remaining seated while the bus is in motion
- Following the driver's instructions
- Using seat belts when available

Transportation Changes

- Any changes to your child's transportation arrangements must be communicated promptly to both the Center office and the transportation provider.

Emergency Contacts

- Please ensure emergency contact information is current with both the Center and the transportation company.

CENTER CONTACT DETAILS:

Office Phone Number: 973-763-1385

Director's (Mobile): 917-593-6267

Email: curiouschildren5@gmail.com