

Pre-K Drop Off and Pick Up Instructions

To ensure the safety and well-being of all our children, please adhere to the following drop off and pick up procedures:

Drop off and Pick Up times are critical to the child's routine. We need our teachers to be focused on ensuring that all children receive the necessary attention to start and end their days on a high note, so we ask that all parents limit their conversations to a few minutes. If you have an issue that requires a lengthy discussion, please schedule a conference with the Teacher at a time that is mutually convenient. Our teachers are very accommodating.

Please note that all children will enter and leave through the Designated Entrance, which is the East entrance right off the Parking lot.

Morning Drop Off

1. **Drop Off Time:** Drop off begins at 8:20 AM and ends at 8:30 AM. Please be punctual to ensure a smooth transition for your child.
2. **Location:** Please drop off your child at the designated entrance.
3. **Procedure:**
 - Park your car in the parking lot.
 - Walk your child to the designated entrance.
 - Ring the doorbell to be let in.
 - A teacher will welcome you and your child.
 - A teacher will escort the child into the respective classroom.
 - A staff member will invite you into the chapel where you will sign in your child.
 - Parents are asked to remain in the building only long enough to sign in your child – approximately 5 minutes.
4. **Late Arrivals:** If you arrive after 8:30 AM, the sign in protocol will be the same.

Afternoon Pick Up

1. **Pick Up Time:** Pick up starts at 2:30 PM and ends at 3:00 PM unless your child is participating in Aftercare.
2. **Location:** Pick up your child at the same designated entrance where they were dropped off.
3. **Procedure:**
 - Walk to the designated pick-up entrance.
 - Ring the doorbell to be let in.
 - A staff member will let you into the building to sign out your child
 - Your child will be brought to you.

- Kindly leave quickly so that the staff may attend to other parents and children.

Early Pick Up

If you need to pick up your child early, please inform the main office in advance. The Pick Up protocol will apply. roster.

Safety and Security

- **Identification:** Always bring a photo ID when picking up your child. Only authorized individuals listed on the pick-up form will be allowed to pick up your child.
- **Car Seats:** Ensure your child is properly secured in an appropriate car seat, if applicable.
- **Parking:** If you need to park, use a spot on the perimeter of the lawn in the parking lot.

Communication

- **Changes in Pick Up:** If there is a change in who will be picking up your child, please notify the main office in writing as soon as possible.
- **Emergency Contacts:** Keep your emergency contact information up to date with the main office.

We appreciate your cooperation in following these guidelines to ensure a safe and efficient drop off and pick up process. If you have any questions or concerns, please contact us.

Thank you for your support!

School Bus Drop Off and Pick Up

For those of you whose children will be coming and leaving school by bus, please be aware of the following instructions to ensure the safety and well-being of all our Pre-K students:

Morning Bus Drop Off

1. **Bus Arrival Time:** Buses will begin arriving at the school between 8.20 am and 8:25 am.
2. **Location:** The bus will drop off children at the designated entrance.
3. **Procedure:**
 - The driver will walk the children to the entrance, and ring the bell to gain access
 - A staff member will greet the driver and your child and escort the children to the respective Pre-K classrooms
 - A staff member will invite the driver into the chapel to sign in the children.
 - The driver will leave immediately afterwards.

Afternoon Bus Pick Up

1. **Bus Departure Time:** Buses will start loading at 2:30 PM and depart by 3:00 PM.
2. **Location:** Children will assemble in the Chapel to be escorted to the bus in the parking lot.
3. **Procedure:**
 - The driver will enter the Center from the designated entrance.
 - The driver will sign out the children.
 - The driver will escort the children to the bus, with the assistance of a staff member, if necessary.
 - The driver will assist the children in boarding safely and then depart.

Safety and Security

- **Bus Safety Rules:** Discuss bus safety rules with your child, including remaining seated, using seat belts if available, and following the bus driver's instructions.
- **Communication with Bus Driver:** Introduce yourself and your child to the bus driver and communicate any specific needs or concerns.

Communication

- **Bus Schedule Changes:** If there are any changes to the bus schedule or your child's transportation needs, please notify the Center's office and the transportation officer as soon as possible.
- **Emergency Contacts:** Keep your emergency contact information up to date with the Center's office and the bus company.

We appreciate your cooperation in following these guidelines to ensure a safe and smooth bus transportation experience for your child. If you have any questions or concerns, please contact us.