

Drop-off and Pick-up Procedures

Dear Parents,

Drop-off time for the morning classes begins promptly at **8:30 am**. Drop-off time for the afternoon class begins promptly at **12:15 pm**. Classes get started right away as soon as all the students are checked in. We begin dismissal of the morning classes at **11:25 am**. The afternoon class dismissal time begins at **3:10 pm**.

When dropping off and picking up please line your car up on the street in **front** of the school. At drop-off time a teacher (almost always Miss Cheryl) will come out the door to the end of the walk to get your child. At pick-up time Miss Cheryl will bring them out.

Getting in line with your car is easiest if you come up the street before Waterman or the street after Waterman to be able to line up on the right side of the street. **Please do not block the school driveway or any other driveway. ONLY 2 cars at a time directly in front of the school may take their student out of the car to the walk where Miss Cheryl will be waiting to take them in. After the first 2 cars leave the next 2 cars pull up directly in front of the school.**

At pick up time Miss Cheryl will bring out 2 students at a time in order of the cars lined up. This will make the drop-off and pick-up very smooth. Assist your child in and out of the car seat in a timely fashion so we can keep the line moving. Any questions or concerns you need to address please contact me by email or phone call anytime and I will respond as soon as possible.

It is very important that you are on time for drop-off and pick-up. Since we make the most of our three-hour class time, we begin class right away. We wouldn't want your child to miss out on any class time. At dismissal time, the children are lined up waiting patiently to be picked up and most will be anticipating your arrival. When you are late this can cause your child's trust to break down as to whether you are coming back for them. Also, keep in mind the teachers need to clean, set up for the afternoon class, and have their lunch after the morning class goes home. At the end of the day the teachers need to clean, get home to their families and other responsibilities.

Thank you for your cooperation. It is greatly appreciated.

Miss Cheryl

PLEASE TURN OVER TO READ OTHER SIDE

In School Pick Up Days

Once a month we will have In-School Pick Up Day. You will be notified of the specific date in your Monthly Newsletter and on-line on our website. We will also do our best to verbally remind you just before the actual date.

When it is In-School Pick Up Day, you will need to park your car along the street and come into the school once we unlock and open the door to welcome you in at dismissal time. You will need to go to the seat your child is sitting at. The children are instructed to stay in their seat until their adult comes to get them. This is a great time to converse with teachers, other parents, classmates and see our classroom. It is not however time to play and take activities out. Be sure your child pushes their chair in and takes all of their belongings.