



## **DROP-OFF & PICK-UP PROCEDURES**

### **CAR & BACKPACK TAGS**

All classes have been assigned an “icon”. You will receive a car plaque and backpack tag with this icon. This aids our staff at drop-off. Please **place the car plaque on the driver-side window or in the front windshield** so that staff can see it as you pull up. Please attach the backpack tag to your child’s bag.

### **DROP-OFF TIMES**

Some of our **4s** families have opted for an *early drop-off*. Their drop-off time will be **8:40-8:50**.

For those enrolled in the **3s and 4s** programs, drop-off will begin at **8:55 AM**.

For our **2s and Kindergarten Bridge** students, drop-off will begin at **9:10 AM**. \*If you arrive prior to 9:10, please park and wait in the center of the parking lot and proceed down after 9:10.

### **WALKERS**

For 9 AM drop-off, those who are walking to school should plan to arrive by 8:55. If you arrive after 8:55, please wait until the drop-off loop is clear of cars before walking down.

For 9:15 AM drop-off, those who are walking should plan to arrive by 9:10.

Parents/providers should wait with the child on the sidewalk by the playground until a teacher arrives. **Please do not walk your child into school.**

### **PICKUP PROCEDURE**

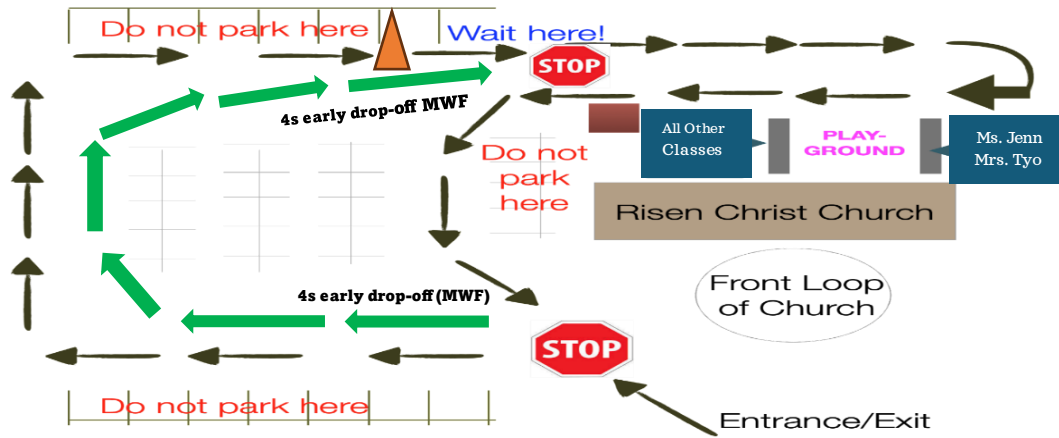
Pick-up will be from the classroom. Parents/providers should park in the lot, then walk down to the main preschool entrance. Please sign your child out on the sheet provided by the teacher. If someone other than the authorized pick-up person is coming, please let us know. We will need to see ID at pick-up before releasing your child.

Please be respectful and be ON TIME. Lateness can cause anxiety for some children.

### **PICKUP TIMES:**

- 2s - 11:15 AM
- 3s & 4s - 11:30 AM
- K-Bridge - 11:30 on Mon, 1 PM Tues-Fri

# DROP-OFF MAP & DETAILS



When entering the parking lot, enter and proceed to the left.

When entering the parking lot and proceeding to the left, please be aware that others will be exiting the parking lot and politely allow them to exit.

All cars will drive along the perimeter of the parking lot - closest to Moseley Road → along the back of the parking lot → along the woods. You will then stop and wait at the top of the preschool driveway. Proceed down the driveway at 8:55am (along the wooded side of the driveway), around the roundabout, then to your drop-off location.

There will be two locations whereby a space will be needed to allow traffic to proceed. Please see the diagram. These are very important to recognize! **They are denoted with a STOP SIGN. Please be sure to stop (or yield, when appropriate) at both of these locations.**

When approaching the top of the preschool driveway, there is an electric box. It will be difficult for those that are trying to exit drop-off unless you give them space prior to descending the driveway. Please remain at the top of the driveway until it is clear and safe to proceed.

After the roundabout, you will drop off your child at one of the two sidewalks. Mrs. Jenn and Mrs. Tyo's classes will be dropped off at the first sidewalk; all other classes will be dropped off at the second sidewalk.

It is helpful to **have your preschooler seated behind the driver.** This makes drop-off quicker and safer for both children and staff. Parents/providers should stay in the car. Our staff will unbuckle your child and remove him/her from the vehicle.

After dropping off your child, please exit the driveway where you entered. (Veer to your left, closer to the electric box at the top.)

Lastly, during drop off, **please do not park in the spaces along the perimeter of the lot (noted in the above diagram).** \*This is only during drop-off. You may park in these spaces at pick-up.\*

**PLEASE BE PATIENT AND PROCEED WITH CAUTION.  
DRIVE CAREFULLY AND SLOWLY!**