

PRESCHOOL Arrival/Dismissal Policy

PRESCHOOL ARRIVAL PROCEDURES (DOORS ARE UNLOCKED at 8:15am)

1. Pull up to the front door of the building. Pull under the awning. A Preschool teacher or helper will come to your car, help your child out, and escort your child in the building where another worker will greet them and walk them to class where another teacher will be.
2. If your child arrives before 8:15 am, she/he will be put in the before-school Enrichment Program AND YOU WILL BE CHARGED. It is important to us that your children are being taken care of and supervised at all times.
3. Door will re-lock approx. 8:35am. If you come late, you will need to come in the front doors and sign your child into the office.

PRESCHOOL DISMISSAL PROCEDURES

1. Pull up to the front door of the building. Pull under the awning. We will release 1 preschooler at a time. Your teacher will walk your student out. Please do not hold your teacher up. If you need to speak to a teacher, please call for an appointment.
2. Students not picked up by 11:45am or 3:15pm will be escorted to Enrichment Care, where the appropriate fee(s) will be applied. Parents will have to enter the building to sign the student out.
3. **ON FRIDAYS ONLY** please come in and pick up your students at their classrooms. The teacher would like a day for you to come in and see some of your students art work and see what your child has been learning all week.
4. Be cautious in the parking lot at ALL times! Please ALWAYS Hold your child's hand! Do NOT let your child run loose!

PLEASE NOTE:

Students can ONLY be dismissed to parents/guardians or those listed on their Arrival/Dismissal form. You MUST call the office to change the pick-up person. Please inform alternate pick up person of your security question and answer.