

**Drop-off & Pick-up Procedures**

Safety is our primary concern, as is a smooth preschool arrival and dismissal for all. Please share this information with all of your authorized pick-up helpers. It is possible the procedures may change during the school year, but you will be notified if there are any adjustments.

We highly recommend keeping best practices in place by respecting physical distancing guidelines and supporting a staggered approach during our drop-off and pick-up timeframes. Thank you for your cooperation.

**Parking**

Parking is allowed on both sides of Seminole Avenue during the Preschool arrival time. The parking lot on the corner of Seminole and Orme (across from the church) is also available.

It is important to be good neighbors to the residents who live so close to the school. Please watch carefully not to block driveways when parking on the street. Also, please pull forward as much as possible to allow for more parking spaces.

**Drop-Off**

**Morning Classes:**

The Preschool morning arrival procedure will begin at 8:50 am to support our school start time of 9:00 am. We are asking families to do their best to arrive at school prior to 9:00 am to ensure we get the most out of our Preschool day. School buses will be dropping off students around 8:30 am. This should not interfere with Preschool dropoff. Families are asked to park their vehicles and walk their child(ren) to the OUTSIDE entrance of the Preschool. A staff member will be at the Preschool entrance to greet the children. The classroom teacher will be in the room to welcome the children.

**Afternoon Class:**

Our afternoon drop-off procedure will begin at 12:30 pm. Please park in the front of the Preschool on Seminole Avenue. A staff member will be at the Preschool entrance to greet the children. The teacher will be in the classroom to welcome the children.

**Face Coverings:**

Due to our current circumstances, *masks are recommended* throughout the school day as part of our mitigating strategies, especially when distancing cannot be maintained. Parents are allowed to make the best decision regarding face coverings for each of their children.

**Upon Entering the Classroom:**

All staff and students will thoroughly wash hands when arriving in the classroom and throughout the day.

**Pick-Up**

**Morning Classes:**

The children will be dismissed from the front (Seminole) entrance of the Preschool or at an outside location (i.e park area). The children will be ready to go home with their belongings at the 11:30 am dismissal time.

**Afternoon Class:**

The afternoon Preschool children will be dismissed to parents in the back parking lot behind the school. The afternoon children will have all of their belongings at the 3:30 pm dismissal. Please enter that parking lot at the Butler Avenue entrance and park your car behind the orange cones. After parking in the designated area we ask families to walk to meet the children near the building exit. All traffic **must** exit onto Orme Street (directly opposite the Butler entrance).

***REMINDER: THE children will only be released to those listed on your preschool emergency form. Please keep this form updated, and share with any pick-up helpers that we check this form and will ask for IDs to confirm identities.***

**Preschool access during the day:**

Our preschool doors will be locked approximately 10 minutes after class begins and will remain locked throughout our class time.

If you are arriving during the day, please enter through the main school doors and check in at the school office.

Thank you for your cooperation as we work together to provide a safe arrival and departure for our children.

 Updated 2/2022