

# DROP OFF AND PICK-UP PROCEDURES 25-26

## **Drop Off:**

Drop off begins promptly at 8:45am. Drop off is CLOSED at 9:00am. Be prompt in arrival.

- Single child age Infant/One/Two years of age are walked to and dropped off at the classroom door. PARK AT THE IMPACT CENTER PARKING LOT ONLY. Cross at the designated cross walk. This keeps all foot traffic in the same area.
- Children in K3-K5 classes are dropped off in a car loop. ENTER CAR LOOP AT THE IMPACT CENTER ENTRANCE
  - Car Line A – all K3 and K5 Students (signage will be up to direct you – follow Car Line A )
  - Car Line B – all K4 Students (signage will be up to direct you – follow Car Line B)
- If you have a younger sibling to be dropped off with a K3-K5 student, you will drop off all of your children in your assigned car line. We will unload in the car loop and get all students to class.
- All walk-up foot traffic for drop off will park in the Impact Center parking lot and to make your way to your child's classroom door. Please DO NOT park anywhere else but the Impact Center parking lot. We will have cones out to signify where to cross the car line traffic.
- Car Line A traffic will ENTER AT IMPACT CENTER. Follow map for Car Line A traffic flow and exit to the right.
- Car Line B traffic will ENTER AT IMPACT CENTER. Follow map for Car Line B traffic flow and exit the campus at the top exit at Rock Springs Road nearest the traffic light.
- DO NOT park in the handicap parking at all unless you are authorized to do so.

## **Pick up:**

Pick up begins at 12:45pm. Pick up ends at 1:00pm. Late fees of \$1 per minute if you are habitually late. Late fee will accrue beginning at 1:00 after three habitually late arrivals. All two and under children are to be picked up at the classroom door. We will not have two-year-old and younger children in a car line for pick up. Park at the Impact Center. Pick up younger child FIRST then get in car line to pick up older child. DO NOT pick up your K3-K5 student first. We need you to do this to make sure our dismissal procedures work as intended.

- EVERYONE will enter at the Impact Center/Rock Springs Road location. Park in the Impact Center lot and walk up to pick up your Infant/One/Two year old child from classroom door. Then proceed to car loop to pick up K3-K5 child if needed.
- DO NOT walk up to pick up your child who is a car loop rider. This diverts our attention and we cannot do that.
- Please pass on this information to all who may drop off and pick up – grandparents, aunt, babysitter, etc.

We need you to do this to make sure our arrival procedures work as intended.

## **Late Arrivals:**

We understand occasional late arrival. If you arrive late in the morning (9:01 or later) – you are to sign in your child and wait with your child until 9:10. We will be back around at that time to gather the late arrivals and get them to class. Habitually arriving late for drop off and pick up is not allowed.

## **Early Dismissal:**

No early dismissal 12:30 or later. You will be directed back to the car line as we have already begun our procedures for dismissal. Let us know in advance for early dismissal.

### **NOTE:**

- We will be giving every family a safety number. It will be on the car tag. Remember your number. It will be required if you plan for someone else to pick up your child and you cannot get the car tag to them for pick up.
- If there is an emergency and you ask someone else to pick up your child, tell them your safety number and they will tell the teacher when they come to pick up. We will verify the number before releasing the child to the person there to pick up.
- If the person picking up does not have the number, they can call you for it. If we can't verify, the person picking up will be asked to pull over until we have a chance to make sure it is okay to release the child.
- If you have lost your car tag, be sure to let your child's teacher know and we can get you a replacement.