

PPP Drop off and Pick up Procedures

2 Day Class:

- Park in the upper lot (on Thursday)
- Enter through the front door
- Children must be walked to the classroom

In the interest of all children *please wait* until 12:00pm to pick up your child. From years of experience we have found that parents arriving early and entering the class generally upset the children whose parents haven't arrived yet.

3's class:

- If you wish to **walk in** your child to drop off or pick up, you should:
 - Park in the upper lot
 - Enter through the front door
 - Make the teacher aware that you are dropping off or picking up your child
- Drive thru ☺
 - Drop off is from 9:15am to 9:25am
 - Form a line along the sidewalk
 - Pull all the way down to the end of the walkway near the playground
 - **STAY IN YOUR CAR**
 - A teacher will come out to get your child from your car
 - Do not allow your child to be outside of the car without a teacher
 - Pick up is at 1:00pm for 3 Day Class
 - Form a line along the sidewalk
 - Pull all the way down to the end of the walkway near the playground
 - **STAY IN YOUR CAR**
 - A teacher will bring your child to your car
 - Buckle your child into a child seat prior to pulling away
 - **ALL CHILDREN MUST BE IN A CAR SEAT**
 - If you have a child in the 4 day class also, please pull around and wait in the upper lot until 1:15 pm so that all the 3 day class parents may get their children in a timely manner.
 - If you walk in to get your child please walk in the **front door** and make sure you **tell your child's teacher** when you are leaving with your child.

4's class:

- Same as above for 3 day class except:
 - If you arrive after 9:30 please park and walk your child in to the door of classroom/playground, making sure teachers know you have arrived.
- Pick up is at 1:15 pm (*please be on time it is upsetting to the children when they are still there after everyone is gone*)

Thank you for your attention to help make this process as quick and as safe as possible. Please end cell phone calls before picking up your child. If you need to speak with a teacher, please refrain from doing so during this time. Please call or email with your questions or to request a conference. It is impertinent that their full attention be on the children in their class to assure the safety of every child.

NEVER leave a child in the car unattended