



DROP-OFF AND PICK-UP GUIDELINES FOR FRIENDS, RELATIVES, AND DAYCARE PROVIDERS (PARENTS TOO!)

- ❖ Children are to be dropped off PROMPTLY at the start of class. They should NEVER be left until the working parent is present. (This is school policy.)
- ❖ When you arrive, help the child hang up their coat and remove anything they will need from their bag, i.e. library books, show and tell items, etc. (Your child will get to pick a shape on the first day of class – this shape will be above their hook in the coatroom and also on their cubby.)
- ❖ Wait for the child to be greeted by the teacher before you leave. This may be the teacher's only change to pass a message to the parents. (The end of class is often too busy for this to be done.)
- ❖ Children should be picked up PROMPTLY at the end of class. Fees may be assessed if you are late in picking your child up. Your child must be signed out before leaving the classroom. If anyone besides a parent/guardian is picking your child up, you must notify the teacher prior to class. That person will be asked to provide a picture ID when they arrive. Please have them prepared for this. (This is to insure the safety of our children!)
- ❖ Please check your child's cubby for anything that needs to be taken home.
- ❖ We appreciate the important role that you play in our student's lives and we are glad to see you at preschool!!

Thank You!!