

# 2023-2024 Daily Procedures

## **Daily Drop Off/Pick Up Procedures:**

School Hours: 9:00 am – 1:00 pm      Drop Off: 8:55 am-9:10 a.m.      Pick Up: 12:55-1:05

## **Drop Off and Pick Up Location by Class**

During arrival and dismissal each class will have a specific location assigned. Special instructions and directions will be given during your small group orientation session.

### **ARRIVAL:**

- Parents will take their child directly to child's classroom where they will be greeted at the classroom door by the lead teacher. Parents should remain in the hallway or outside walkway and allow the child to walk-in. This procedure prevents long delays that can be upsetting to a child and allows teachers to get started on their busy day. Please do not linger in the hallways. Doors will be locked at 9:15 and parents and visitors should exit the building before 9:15. Please remember: **NO STROLLERS IN THE HALLWAYS.**

### **DISMISSAL:**

- Each class will have a designated location for dismissal. Teachers will bring the children to an outside designated door. Parents should not enter the building for dismissal. Children are transitioning through the hallways after school for Extended Day and it becomes busy and difficult to move the children when the hallways are crowded.
- If your child is going to Extended Day, they will go with a teacher or assistant to the Extended Day classroom at 1:15. Dismissal from Extended Day will be at the Preschool Reception Office door. Please ring the bell to let us know you are here and your child will be brought to you.

We understand that you may need to drop off or pick up your child at a time **not** designated above. If you bring your child to school late (*after 9:10*) or pick them up early (*before 12:45*) you must check in or out at the Preschool Reception Office (*located just below the main Preschool Office*). **A staff member in the reception office or preschool office will assist you with late arrival and early pick-up of your child.** The purpose is first and foremost for safety, and to have as little disruption as possible to the class during the day. Parent/guardian must wait outside the Reception office area for their child for early pick-up. If you pick up your child, after 1:10, **late fees** will be applied.

## **Daily Handwashing:**

Children will wash hands upon arrival in the classroom each morning, before snack, before lunch, after playground, after activities, before going home and any other time that teachers feel it is necessary.

## **Daily Lunches and Snacks:**

Please send your child's lunch and snack labeled with your child's first and last name on the outside. Please include a drink for snack and a drink for lunch or child can bring a drink container like a thermos that will suffice for both lunch and snacks. Also, please include an additional snack if your child is staying for Extended Day.

## **Daily Cleaning and Sanitizing:**

All carpets and area rugs have been cleaned and disinfected professionally just prior to the start of school. Daily cleaning and sanitizing will take place in each classroom. Staff will sanitize table, chairs, toys, high touched surfaces daily.