

DROP-OFF AND PICK-UP POLICY

MORNING DROP OFF:

Parking is allowed in the following spaces only:

- Any open lined spaces directly in front of the preschool doors
- Lined spaces in the area located beside the preschool building (only in the mornings) including the handicapped spaces.
- Lined spaces in the parking lot at the entrance in front of the manse (house).
- Lined spaces in the parking lot in the rear of the manse near the playground.

Parking is NOT allowed at any time:

- in spots that are not designated by painted white lines (including the long strip of parking lot that does not have painted strips for parking)
- in the lot in front of the church office, beginning at the church mailbox. **DO NOT PULL INTO THIS AREA TO BUCKLE YOUR CHILD OR PICK UP YOUR CHILD FROM AFTER SCHOOL EVENTS LIKE MONKEYS IN MOTION OR SOCCER**

Please walk with your child to his/her classroom door. Please make sure that the teacher/assistant is aware of your child's arrival. The front door and side door closest to the 2's and MMO classrooms will be unlocked in the morning for drop off from 8:45-9:00am and relocked at 9:00am. The building will remain locked

from 9:00am-12:30pm. If you do arrive after 9:00am when the door is locked and classes have already begun, ring the front doorbell. The staff member who opens the door will take your child to his or her classroom.

AFTERNOON PICKUP PROCEDURE

(please make sure the color-coded hanger with your child's name on it is visible from the rear-view mirror.)

Carpool pickup for 3's and 4's and TK is located at the front entrance of the preschool. Please enter the first driveway. Travel to the rear parking lot (beside the fellowship hall) to turn around and enter the carpool line. Pull along the front of the buildings until you reach the pull through at the preschool. Alternate with the car in front of you between line A or line B, choosing the line opposite of the car in front of you. As the line begins to move, all cars remaining in the driveway will continue to filter into the next available spot in either the A or the B line, always choosing the line opposite the car in front of you. Once dismissal begins, cars should enter the pickup circle, alternating between line A and line B pulling into the circle for pickup. **DO NOT GET OUT OF YOUR CAR!** Teachers will load your child into the car and you should pull forward before getting out to fasten your child's seat belt. **YOU MAY NOW GET OUT OF YOUR CAR.** (In order for the line to move quickly, do not let your child buckle themselves even though they may be practicing this at other times.)

**If you have someone else pick up your child, it is your responsibility to explain our pickup policy to

them before they pick up for the first time.

WALK-IN PICKUP PROCEDURE:

If you are walking into the building to pick up your child, enter and exit by the door closest to the 2's and MMO's classrooms. This is the only entrance and exit for walk-in pickup in the afternoons. (If you are approaching the building from the other side, please use the sidewalk behind the building to get to the unlocked door. Walking through the carpool area is very dangerous—including the whole circle in front of the preschool building, its sidewalks, and the parking in front of the Preschool building).

For walk in pickup in the afternoon, cars need to be parked in the lots in front of or behind the manse (house) by the Sanctuary. Please do not park in front of the preschool building or in other spaces that are designated no parking at any time.

MMO and 2's parents may pick up their child from the classroom at 12:30pm. Doors will remain locked until 12:30pm.

Children in the 3's, 4's, and TK classrooms whose parents walk in to pick them up will find them lined up in the hallway. Let the staff members in the hallway know that you are here to get your child.

IF YOU SOMETIMES CARPOOL AND SOMETIMES WALK IN Let your child's teacher know at drop off in the morning which pick up policy you intend to use that day or put a note in their folder.

See Diagrams Below:

Morning Drop-off

no parking at any church-use time only

Unity Church Road

Children & You

no parking at any time!!

Parking allowed in these spaces

Education Building

Handicap parking allowed here mornings only

Sanctuary

Parking allowed here

Fellowship Hall

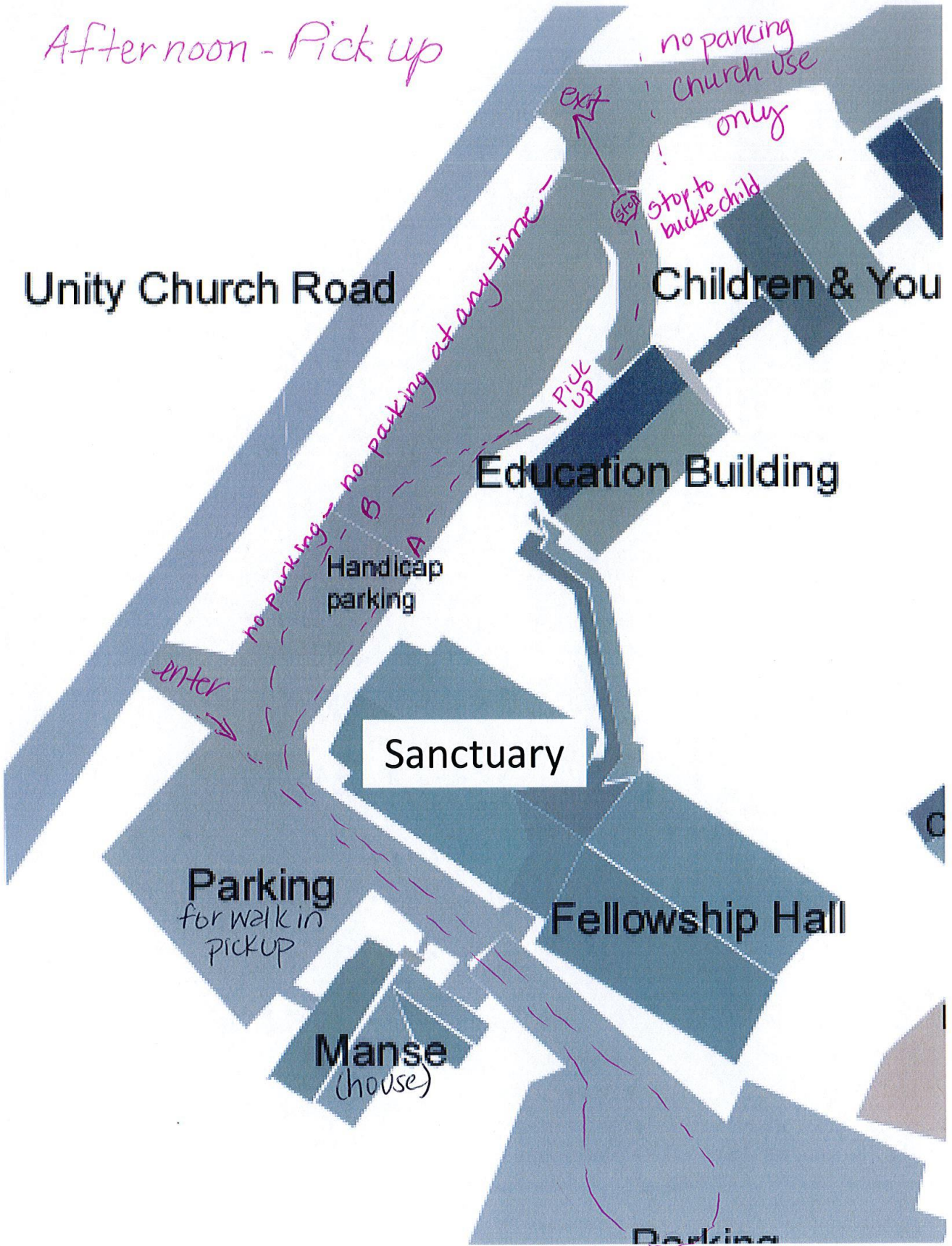
Manse

Parking allowed here

Parking



Afternoon - Pick up



Unity Church Road

Children & You

Education Building

Sanctuary

Fellowship Hall

Manse
(house)

Parking
for walk in
pickup

Handicap
parking

Parking