



Drop-Off and Pick-Up Procedures

Drop Off Procedures:

- We will continue to implement “porch” drop off and pick-up to avoid additional traffic in our building.
- Tape markings on sidewalks will be positioned to maintain 6-foot distancing if more than one family is present.
- Children shall remain with parents while waiting in line and not allow contact with others until they have been screened.
- Children should finish all food and drinks before entering the line.
- Children will be signed in and out by administrative team members.
- Temperature checks will be done on all children, teachers and staff prior to authorizing entrance to the building.
- Anyone entering the school (children, faculty and staff), must successfully pass a screening questionnaire (found [here](#)) to limit the potential of exposure.
 - No visitors or vendors, except those who are necessary for operations, will be permitted to enter at this time.
- After screening, your child will be escorted by the administrative team or a staff member, to their assigned classroom.
- For families with multiple children in both programs, all children will be screened at the preschool building.

Pick-Up Procedures:

- Children may be picked up at the Preschool or Village building by knocking on main door.
- We will gather your child’s belongings and bring them to you on the front porch. Again, if there are multiple families picking up, please wait on the designated markings on the sidewalk.