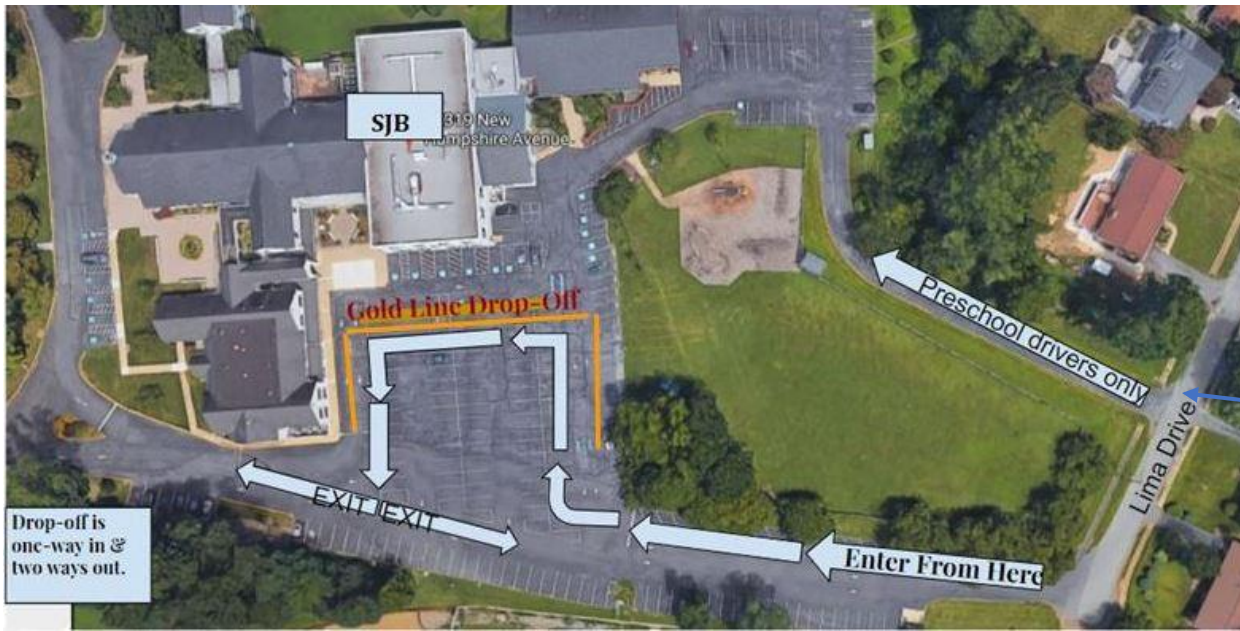


Morning Drop-Off Routine



Staff Supervises
Drop-Off

Preschool has
its own
parking lot
and drop-off
procedure.

Preschool
siblings walk
up to the
school from
preschool
drop-off.

- **Until 7:45 am, cars must wait along the drop-off line.**
- **At 7:45 am, on staff signal, students come to classroom doors.**
- **From 7:45 to 7:55 am, students line up outside their classes.**
- **At 7:55 am, teachers let in students.**
- **At 8:00 am – Start of School Bell**

Afternoon Pick-Up Routine



For afternoon pickup, parents should approach the parking lot from the direction of Lima Drive.

Preschool has its own pickup lot. Preschool siblings come to preschool for pickup.

- Each family receives a parking permit with an assigned number.
- Parent hangs permit from rear-view mirror with number facing out.
- Around 2:40 pm, arriving drivers start lining up in pickup lanes.
- At 2:45, staff begins entering carpool numbers into device.
- Corresponding family names appear on classroom *Carpool* boards.
- At 2:50, students say afternoon prayer in classrooms.
- At about 2:55 pm, staff halts traffic into lot.
- After traffic stops, students in first carpool group walk to parking lot.
- Supervising staff members help children find their rides.
- When lot and perimeter are clear of children, staff member directs the exit of cars.

Pickup Rounds 2 & 3: After the first group of pickup, all students walk to the parking lot for two more pickup rounds, with additional staff members on hand for extra supervision.

Reminder: After Care does not offer a drop-in option.