

DROP OFF PROCEDURE

For your convenience, we are offering a queuing drop off procedure in the back driveway of the church. To facilitate a seamless and safe drop off the following rules must apply:

- Drop off usually begins the 2nd week of school. This year: Tuesday, September 5th.
- **DROP OFF WILL BE FROM 8:55- 9:05 ONLY.**
- Please enter the driveway from the lower lot **SLOWLY**. Watch out for children and parents walking up or down the ramp.
- Proceed to the **Drop-off OPEN** sign.
- Then place your car in **PARK** and turn **OFF** your car.
- Unbuckle your child and help them gather their lunch and get out of the car.
- You must sign the **SIGN IN** Sheet provided at the drop off area with the teacher.
- The teacher will escort your child to their classroom.
- If a teacher is not there, **PLEASE WAIT** for them to return. They are taking another child to the classroom.
- The sign **Drop off Open** will indicate that the drop off is ongoing and not closed for the day.
- **DO NOT TAKE YOUR CHILD OUT OF THE CAR IF THERE IS A CAR IN FRONT OF YOU! PLEASE WAIT TILL YOU ARE THE FIRST CAR, AND THE TEACHER CAN SEE YOUR CHILD.**
- Once your child has departed the car, please continue **slowly** out of the driveway so that the next car may move to the "Drop Off Zone"
- If you arrive after 9:10, you will need to park your car and walk your child to the classroom. You will see a sign "**DROP OFF CLOSED**"
- We do not offer drop off at pick-up times, however, you may park in drop off area when you pick up your child at 12:30 or 2:00. However, please pick up your child as quickly as possible as there may be others waiting behind you. If you need to talk to the teachers, please park in one of the lots.

We hope this procedure will be as efficient as possible and that you find it helpful. We want everyone to be safe, so please follow these procedures. Drop off may be discontinued at any time.

Updated 9/1/2017