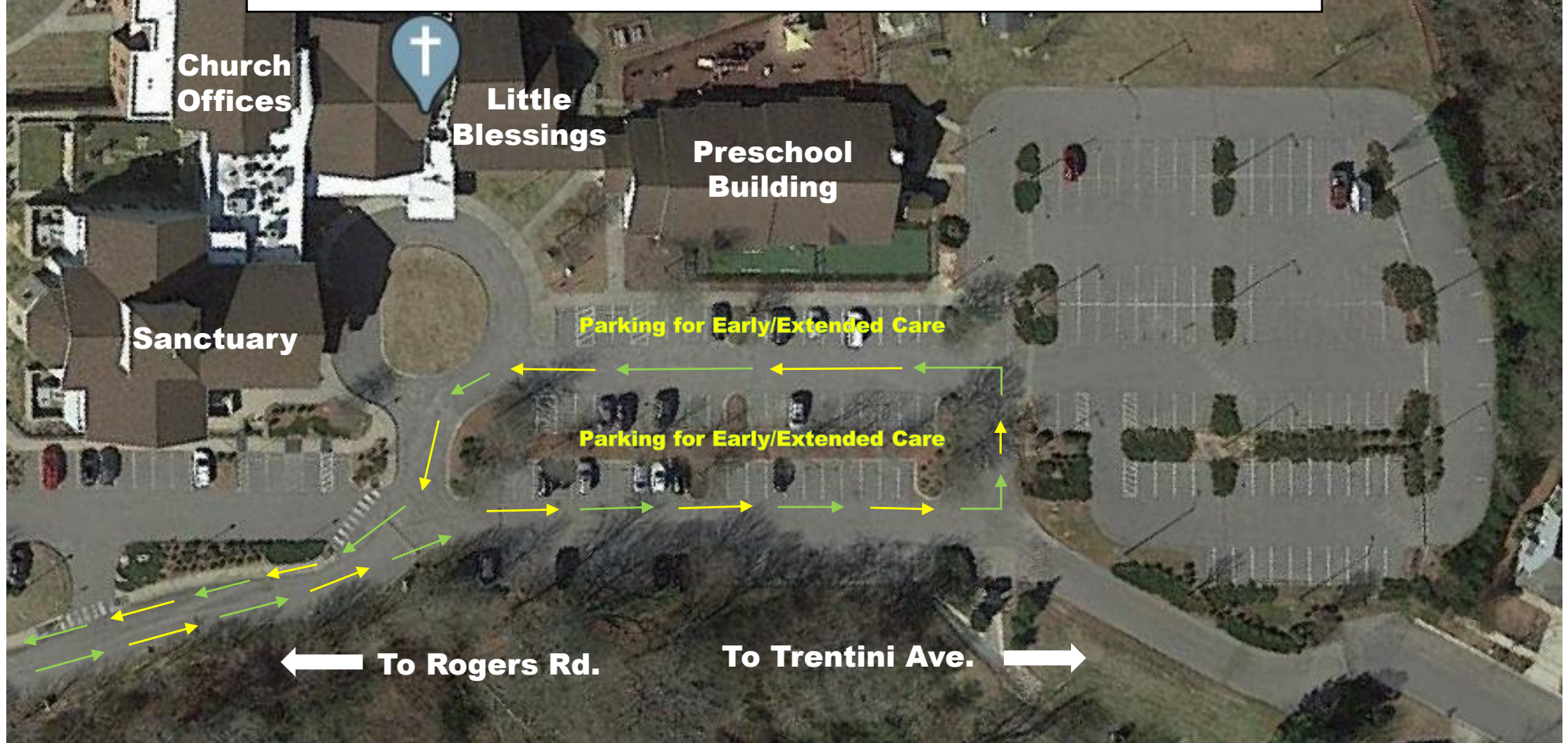


## Hope Lutheran Preschool Early/Extended Care Drop Off/Pick Up Diagram and Instructions



**This is the Drop Off/Pick Up Diagram & Instructions for EARLY & EXTENDED CARE.** Please refer to our Regular Carpool Diagram & Instructions for normal Drop Off & Pick Up times. Please familiarize yourself with this Drop Off/Pick Up diagram and the instructions on the following page BEFORE your first day of preschool. If you have any questions prior to the start of Preschool, please email the Preschool office at [preschool@hopelutheranwf.org](mailto:preschool@hopelutheranwf.org), or call us at 919-453-0388. Thank you!

**Early and Extended Care Drop Off and Pick Up Procedures have changed.** We now ask that parents park in the parking lot and walk to the front door of the preschool to drop off and pick up their children. See below for specific instructions.

## **EARLY CARE DROP OFF INSTRUCTIONS**

- **Early care drop off is between 7:00AM and 8:15AM.** If you arrive after 8:15AM you will need to follow the Regular Carpool instructions for 8:30AM Drop Off.
- When you arrive for Early Care, **please park in our parking lot and have a parent or other adult walk your child to the front door of the preschool building** (please do not park in the circle). A staff member will meet you at the door to escort your child into the building, where they will join the Early Care Classroom.

## **EXTENDED CARE PICK UP INSTRUCTIONS**

- **Extended Care Pick up is between 1:00PM and 5:00PM.** If you need to pick your child up before 1:00PM, please let us know and we will work out an available time for you to pick up your child that does not interfere with our regular carpool schedule. **Please note, we are not available to dismiss children at the door from 11:45PM to 12:15PM and 12:20PM to 12:45PM.**
- When you arrive to pick your child up from Extended Care, **please park in our parking lot and have a parent or other adult come to the front door of the preschool with your carpool tag.** Please do not park in the circle to pick up your child.
- A staff member will check your tag and then collect your child and their belongings from their classroom and bring them to the door.

**If you have any questions about these new procedures, please let us know. Thank you!**