



# Arrival & Dismissal Policy

## Arrival:

- Preschool Arrival is between 9:00am - 9:15am. Parents are required to wait in their vehicle until 9:00am to enter the building.
- All parents must park in a parking spot and enter through the school entrance door. Parking along the fire lane/curb or under the carport is not permitted.
- Parents should walk their child to their assigned classroom. Parents should form a line in the hallway until the classroom door opens and teacher begins welcoming students to school at 9:00am.

## Dismissal:

- Preschool Dismissal is at 11:45am. Parents are required to wait in their vehicle until 5mins. prior to dismissal time to enter the building.
- Parents should form a line in the hallway until the classroom door opens and teacher begins dismissal.
- Children will be dismissed one at a time.
- No child will be released until a parent or authorized person comes to the classroom.
- If someone other than a parent/guardian is picking up your child, you must write a note to the teacher with the following information.
  - A. Name of person
  - B. Relationship to the child (babysitter, relative, family friend, etc.)
  - C. Authorized person must be prepared to show a photo ID.
- Please be cautious in the parking lot at ALL times! Please ALWAYS hold your child's hand.