

Child Drop off/ Pick up Procedures

Starting October 17, 2010

1. Stop at the desk in the Nursery hallway and fill out information forms. Check with the receptionist for needed information if you have already filled out an information form this year. Pick up a pager at the desk if you need one.
2. One parent/guardian will take the child(ren) to the classroom. Write the child's name and sign your name on the sign-in sheet in the classroom. Enter the pager number if you have one. You will receive a numbered card and that number will be written next to the child's name. The child and diaper bag will have identification with the same number.
3. One parent may stay in the room until the child is comfortable. Most children stop crying within a minute after being dropped off. If they are inconsolable, the parents will be called to comfort them.
4. Parents, other family members and friends will be able to check on children from the window. Please do not come into the room. This upsets all of the children in the room.
***We are in the process of getting doors with windows in them for all of the classrooms. Until then, you may knock on the door and wait for the teacher/volunteer to come talk to you.
5. When picking up children you will hand the numbered card to the teacher/volunteer before the child can be dismissed. If the card is lost, you may show the teacher/volunteer your driver's license. This is to ensure that the child is going home with the person that brought them.
6. Siblings less than 14 years of age will not be allowed to drop off/pick up children.

If you have questions or concerns you may call Tanya Price at 731-431-0315 or 501-882-0561.