

# Joyful Learning Preschool

## Drop off and Pick Up Procedures

One of our goals at Joyful Learning is to provide a safe learning environment. This begins with our drop off and pick up each day! It is important that all families help follow these procedures so we can have a safe, efficient and smooth routine!

### CAR LINE DROP OFF –

1. When the school doors open a staff member will walk out to your car in the car line and help your child out of the car. Please have your child ready by unbuckling their seat belt, having their coat and backpack on so they can hop out when we open the door.

\*IMPORTANT REMINDERS – Please no toys from home! We don't want any special toys to get broken or lost at school.

\*NO CONFERENCING WITH TEACHERS IN THE CARLINE! We are always happy to schedule a time to talk with you, but we want to help all of our students get into school in a timely manner and this will help the car line to keep moving.

### WALKING A CHILD IN FOR DROP OFF –

1. If you choose to walk your child into the school for drop off, you may walk them to their class and give them a big hug and kiss at the door and then allow your child to practice walking in, hanging up their coat and backpack and finding a center to play at independently! Please do not block the doorway to the classroom as other students are trying to enter. The longer a parent lingers, it disrupts the morning routine for other students or prolongs the

separation anxiety for your own child. Tell them you will be back and allow the teacher to help them. \*We will always call you if your child cries longer than 15 minutes.

#### CAR LINE PICK UP PROCEDURES -

1. Please stay in your car at pick up.
2. Hold your child's name card high up outside of your drivers side window so we can easily read it and call your child down our school's hallway.
3. We will walk your child out to your car and put them in your car.
4. Do not get out of your car and buckle your child in while in the car line. We encourage all families to drive to the side of our building and park to buckle before exiting the parking lot. This will keep the car line flowing smoothly.
5. Have ID ready if we have never met you before. We will not release a child with someone unless they are listed on the pickup form you provide for us.
6. Communicate these procedures to all family members who will be helping pick up your child during the school year.

#### WALK UP PICK UP PROCEDURES -

1. Stand back from the entrance to the school and keep our doorway clear.
2. Hold your child's name card
3. Have ID ready if we have never met you before
4. Hold your child's hand when walking with them across the parking lot back to your car. Do not let them run across the parking lot. Other drivers cannot see past the car line in front of the school.

Thank you for your help in making our drop off and pick up routines safe and efficient!