

Carline Drop off & Dismissal

Please attach your name sign to your passenger side sun visor. This helps during drop off and pick up for us to identify your vehicle. Form a line in the driveway. If you arrive more than 5 minutes early, please do not block the front door. Stop approximately 2 car lengths back until a staff member waves you forward. Doors open at 7:50 in the morning. **Students should be unbuckled and have all of their items ready to exit the car.** Please pull up so that **your child's door is directly under the awning.** This keeps them safe and keeps everyone out of inclement weather. Do not exit your vehicle. A staff member will help them out of the car. However, we will encourage them to do as much as possible by themselves.

The students will begin to be dismissed five minutes before the end of each class. A staff member will bring your child to your car. Again, please pull up so that your child's door is directly under the awning. Do not exit your vehicle. We will help your child in but will encourage them to do as much as possible by themselves. Once you have picked up your child please pull onto the street before buckling them. This allows for a faster dismissal. It is the parent's responsibility to inform grandparents, babysitters, etc. of our dismissal times and procedures (such as pulling forward to secure the child's safety seat, etc.) Please inform them that they need to have an ID on them to pick up your child and we must have their name on file. Children who are not picked up on time will be brought to Enrichment. Parents must then park and come in. There will be an initial \$10 fee per child, then the hourly fee is in effect.