

**Dear Parents,**

**Due to the current situation our Drop Off and Pick Up Policies will have to be changed. Please note the new rules and to help the day flow smoothly please follow these rules.**

#### **DROP OFF**

- 1. Please pull in the circle driveway to drop off. You are never able to pull in the parking lot by the school buildings. Please get your child out and let him/her come through the gate. You walk your child TO THE DOOR. The teachers will be standing by the classroom doors. One of us will get your child and get him/her to the classroom. Parents are still not allowed in the building(this helps reduce the people in our building).**
- 2. Please note I will go in to teach at 8:30. If you arrive after this time, you must call(887-9478) and wait at the door for me to come. I ask that everyone arrive before 8:30 so that I do not have to leave my classroom.**

#### **PICK UP**

- 1. For half day dismissal please call the Children's Center, 887-9478, and let us know you are there. We will bring your child out to you.**
- 2. For full day dismissal please pull in the circle driveway and we will watch for you. You may get out of the car but do not walk toward the building. There may be other parents or children that might cross your path. We will walk your child to you to buckle in.**

#### **AFTER CARE**

- 1. Pull in circle driveway and call us. Walk to the gate and wait for your child there.**

**Please be patient with us and with all of these changes. Dismissal will become smooth if everyone follows the rules.**

**Thank you. Gina Ney and the staff of The Children's Center**