

## DROP OFF AND PICK UP AT CHILDREN'S HOUSE

*Thank you for allowing us plenty of time for drop off and pick up, at first. Please know that it will be slow while we learn new faces and vehicles and while we give some children extra attention and care at the beginning of the school year. Thanks for your patience.*

**PLEASE SHARE THIS INFO WITH EVERY PERSON WHO TRANSPORTS YOUR CHILD TO/FROM CHILDREN'S HOUSE**

### HOW IT'S DONE AT CHILDREN'S HOUSE!

#### ARRIVING

- ✓ We cheerfully greet each child at carline between 8:20 & 8:40 AM, rain, snow or shine!
- ✓ Please stay in the vehicle. We help each child get out of car & provide an escort to the classroom if child desires/needs. Kindergartners look forward to helping with this very important morning job!
- ✓ Arriving after 8:40? Park in a designated space, hold hands in the parking lot and walk with child to classroom.
- ✓ Enrolled in early care between 7:30 & 8:20? Park in a designated space, hold hands in the parking lot, walk to the playground or multipurpose room downstairs and sign in.

#### LEAVING

- ✓ We cheerfully escort children to vehicles at half day 11:20-11:30 and full day 3:15-3:40 dismissal times,
- ✓ Please display "NAME CARD" in window as you approach on Clifton & keep it visible until child is in car.
- ✓ Stay in vehicle until child and teacher approach; then turn off engine and buckle child in car seat.
- ✓ Enrolled in afternoon extended care between 3:30 & 5:30? Park in a designated space, pick child up from playground or classroom and sign out. Hold hands all the way to the vehicle.

### OTHER VERY IMPORTANT AND HELPFUL INFORMATION

#### SAFETY

-  No parking on Clifton Lane during arrival and departure times. Blocks view from driveway.
-  Please no cell phone use. Children and faculty need your full attention during this busy time.
- Assure that children (sibs too) keep all body parts inside vehicle – no leaning out of moon roofs or windows
- ALWAYS hold children's hands when outside school doors or gates!
- ALWAYS latch gates when you come and go!
- Lock vehicle. Never leave unattended child in vehicle. Keep valuables out of view when parked.

#### STRATEGIES

- A single morning car line begins no earlier than 8:15. Our families using early care need to be able to leave parking area before car line begins!
- In a hurry? Use Belmont parking area and walk through playground if not using car line. Latch gate!
- Avoid late fees by being on time. 11:30, 3:40, and 5:30 are our latest pick up times. Late Fee: \$1 per minute
- Our Clifton driveway is for a single line of traffic
- Please park in only designated spaces and avoid driving/parking on our engraved pavers.
- Avoid blocking our neighbors' driveways while waiting to pull in driveway.