

Pleasant Hill Preschool Drop-Off and Pick-Up Procedures

Morning Drop-Off

Beginning the first day of school, all cars will enter the church property using the main entrance on Pleasant Hill Road or by turning left on Park Bluff Lane, then turning left into the second entrance to the church in the back of the sanctuary. When you enter, you will immediately turn left and continue circling the long way around the parking lot. (This will eliminate cars being stuck in the turn lane on Pleasant Hill Rd.) Continue until you approach the portico that is located in front of the sanctuary. At 9:30, our teachers will begin unloading the children. We ask that you unbuckle your child(ren) right before it is your turn to unload. All children **must** exit from the passenger's side of the car onto the sidewalk. This will avoid children and teachers having to walk between the cars. As soon as your child unloads you may slowly proceed to exit the church property. If you arrive at school after 9:40, please ring the Preschool doorbell located on the sanctuary doors where pick-up and drop-off occur. **No child may enter the building alone.**

Afternoon Pick-Up

Afternoon pick-up will follow the same procedure as the morning drop-off. We will begin loading the cars at 1:00 pm. Each afternoon, you will need to hang the name card from your rearview mirror. All children will get into the car directly from the sidewalk. Please pull to the first available parking place to buckle your child into the car seat. **It is the responsibility of the driver to buckle the child(ren) into their car seats.**

If you walk up to get your child, your child will be released LAST after all cars are gone. This is for safety reasons as well as respecting those families' time who have been waiting in line.

If you need to pick up your child early, please ring the Preschool doorbell located on the sanctuary doors where pick-up and drop-off occur.

Helpful Reminders for Drop-Off and Pick-Up

- Our morning drop-off line begins at 9:30 am and ends at 9:40 a.m.
- Hangers with name cards have been provided to you so that the teachers know which car to put the child(ren) in. Please place the hanger on your rearview mirror so that the name is clearly visible to us.
- Names for each child riding home with you must be on the card. If needed, please ask a teacher for an extra one.
- Parents may arrange their own carpool with friends or neighbors. Please provide this information in writing to the teacher.
- DO NOT allow a child to lean out of a car window or sunroof, or to open the car door.
- We ask that you refrain from using your cell phone during drop-off and pick-up time. Attention from all adults keeps our drop-off/pick-up line safe.
- Please drive slowly at all times.

- It is most important that you do not pull around a car that is in line unless a teacher has instructed you to do so.
- Please put your car in Park as your child is loading and unloading the car.
- Drive to the first available parking space to buckle up your child. This will keep our carpool line from backing up.
- If someone other than you or a person listed on the registration form is to pick up your child, we must have a written note. If this is not possible, please call the Preschool before 12:50. Your child will not be given to someone we are not expecting.
- It takes the attention, cooperation, and patience of all families to keep our drop-off/pick-up line safe and running smoothly. We thank you for your help.
- Every child **MUST** be in an age-appropriate car seat.

FOR SAFETY REASONS, ALL CHILDREN MUST USE THE MORNING DROP-OFF AND AFTERNOON PICK-UP LINE UNLESS YOU ARE A WALKER.