

## **Community of Saints Extended Day Drop Off and Pick Up Procedures**

- **All Extended Day Students should be dropped off and picked up at the Wallner Street entrance #2.**
- **You will receive a keypad code to enter the building. Please only share this code with people that will be regularly picking up or dropping off your child.**
- **We recommend that you park your car on the entrance side of the street.**
- **All parents, grandparents, or guardians dropping off and picking up your child should sign your child in and out every day in the attendance sheet on the podium when you enter the classroom. Children's names are listed in alphabetical order by last name.**
- **Parents need to walk their child into the classroom and make sure that a teacher sees you and your child so they know they have arrived for the day.**
- **When picking up your child for the day, please make sure that a teacher sees you and your child leaving.**
- **There are signs posted on the doors indicating where the kids are at all times if they are not in the classroom.**