



# Community of Saints Preschool

## Drop Off and Pick Up Procedures

- All Preschoolers should be dropped off and picked up at the Haskell street entrance #7.
- 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 preschooler should sign your child in and out every day in the attendance book to the right as you walk in the entrance. Children's names are listed in alphabetical order by last name.
- Parents need to walk their child into the classroom and help them hang their backpacks, jackets, etc. Please ensure that a teacher sees your preschooler so they know they have arrived for the day.
- When dropping off for half day or full day Preschool/PreK, you may put your child's things on their hook and drop them off in either the Turtle room or the Dolphin room, wherever the teacher is. Oftentimes, the preschoolers will be in the gym or outside from 8:00-8:30.
- There are signs posted on the doors indicating where the preschoolers are at all times if they are not in the classroom.
- When picking up your child from half day preschool at 12:00, please wait outside the classroom doors. Your child will meet you in the hallway.

