### **🔐 Drop-Off and Pick-Up Procedures 7:30- 4:30- summer hours (subject to change based on program needs)**

For the safety of all children and consistency across our school, we ask infant families to follow these arrival and departure procedures:

#### **Drop-Off**

● All parents must **enter through the school’s front entrance** and check in via **Procare**.

● After check-in, you will be let in by front office staff and may **escort your child to the infant room**.

● Once drop-off is complete, **you must exit through the infant room’s dedicated exterior door** and not walk back through the school.

#### **Pick-Up**

● Parents will again check in at the **front entrance** using Procare.

● Office staff will let you in to walk to the infant room.

● After signing your child out, you will **exit through the infant room door**, not through the school hallways.

These steps help us maintain a secure campus while allowing our youngest learners to transition in and out of their classroom with the comfort of a parent.