

## Preschool Drop off & Pick up

Morning Care – Please walk your child in through the main door (door #1) by the office and drop off their backpack and other items in their locker or designated space in the hall outside their classroom. Then walk them to the morning care/extended day room #201 and sign them in. This is between 7:00am & 8:10am.

Regular drop off – Please drive behind the preschool towards Boyle Hall door (door #16) and wait for the aide or teacher to come and get your. For safety reasons, please do not get out of your car and bring your child to the door. A teacher or aide will get your child out of the car. This is between 8:10am & 8:30am. The doors are locked after 8:30am and you will need to park by the main door (door #1) and walk your child in through the front office.

Late arrival – After 8:30am, please walk your child in through the main door (door #1) by the front office and walk them to their classroom. Please have your child put away their backpack and other items in their locker or designated area in the hall outside their classroom. They may then go in and join their class. Please exit through the main door (door #1) by the office.

Regular pick up – Please drive behind the preschool towards Boyle Hall door (door #16) and wait for the aide or teacher to walk your child to the car. Please remain in your car and pull around the building to buckle your child into their seat. Half day pick up is at 11:30am and full day pick up is at 2:30pm.

Extended Day pick up – Extended day begins at 2:30pm. Please park behind the building after regular dismissal is complete and ring the doorbell on Boyle Hall door (door #16). You will need your ID and will need to sign your child out and retrieve their backpack & other items. Extended day is from 2:30pm to 6:00pm.

Please note that the doors are locked and you must be buzzed into the main door #1 when dropping off or let into Boyle hall door #16 when picking up from extended day for your child's security.