

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.**
- **We recommend that you park your car on the entrance side of the street to ensure the safety of you and your preschooler.**
- **You must enter your security code to get into the building. Be sure to enter the * sign after your numerical code. The door will remain unlocked for 10 seconds so you can enter the building.**
- **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. Place your child's lunch box in the bin found outside the classroom door. Please ensure that a teacher sees your preschooler so they know they have arrived for the day.**
- **When dropping off for Preschool, you may put your child's things on their hook and drop them off in either the Turtle room or in the gym from 6:30-8:30.**
- **Children will be split up into their age appropriate classrooms at 8:30 to start their preschool day with breakfast.**
- **There are signs posted on the doors where the preschoolers are at all times if they are not in the classroom.**
- **When picking up your child at 12:00, please wait outside the classroom doors. Your child will meet you in the hallway.**

Thank you for your patience as we build a new routine for the preschoolers to start this new school year at Community of Saints!