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P.R.E.P. DROP OFF AND PICK UP PROCEDURES



DROP OFF:

1. The carline will go from North to South and begin in front of the double doors/main doors of the St. Enda of Aran Formation Center. Please be sure to follow the cones if any have been placed out in the parking lot area.
2. Once your car reaches the crosswalk near the front doors, Kathy Ralston and I will meet you. We will open the car doors for your children and mark them present.
3. The children will then be greeted and directed to their classroom.
4. **Drop-off for class will begin at 5:45 p.m. and continue to 6:05.**
5. If you are running late, please walk your child to the south door of the building.

PICK UP:

1. The carline remains the same. Create a sign for your dashboard/windshield that has your last name, the first names of your child/children with their grade level next to their first name. Please write the names as large as possible and place it on the passenger side of the dash. Example:

SMITH

Jenny - 2nd grade

Johnny - 7th grade

2. When your car reaches the double doors, your child/children's name and grade will be called out using walkie-talkie radios or cell phone communication. Each grade level teacher has a radio so that they can hear the names being called and is led by a volunteer with the microphone for the hall sound system. When your child's name is called, the teacher will direct him/her to the volunteer manning the double doors.
3. Your child/children will be walked to your car and the back seat passenger door opened for your child/children.

****** It may be necessary for an occasional change to pick-up, If this happens, you will be notified in advance with the directions needed for pick up on that date.