

ARRIVAL / DISMISSAL PROCEDURE

Children may be dropped off and picked up according to the schedule listed below. Arrivals and dismissals are expected to be as prompt as possible. Upon arrival the Directress or an Assistant will come to your car to get your child and escort him/her into the school. This allows for an easier separation and less hectic arrival process. It is required that all children hold the hand of the adult escorting them from the car line for safety reasons.

The children prepare for class by hanging their coats, changing into their slippers and washing their hands before entering the classroom, therefore we would like to emphasize the importance of your child's timely arrival at school. Children enjoy having a consistent beginning, middle and ending routine to their days. Late arrivals deprive your child of this. Noisy and awkward late arrivals break the classroom rhythm and concentration. When you must arrive late please notify the school so we are prepared to meet your child at the door.

The staff has the responsibility to prepare the classroom for the Kindergarten session as well as the end of day cleaning. Late pickups greatly interfere with this process and are not acceptable other than extreme cases of emergency. It is also very disconcerting to the child when she is left waiting.

Dismissal procedures are as follows:

- **No cell phone use** is permitted from the building corner through pickup or drop-off.
- Promptly pick-up your child at the scheduled time. Please pull up to the pick-up point and wait while a staff member assists your child into the car. This produces a more orderly and safe dismissal.
- Insurance regulations do not permit the staff to buckle the children into their car seats. When you arrive at the pick-up point, place your car in park and engage the emergency brake. If you have more than one child and need extra time buckling please put the children in the car and pull around to the lined, marked spaces in the rear of the building to secure them.
- No child will be dismissed to anyone whom you have not authorized in writing on the Emergency Contact form. You may add or delete names as needed. If changes occur while the child is in school, please call the school with this information. If necessary, leave a message on the answering machine as messages are checked each day before dismissal.
- Special dismissal instructions which differ from the child's usual routine must be put in writing with all information clearly specified. For example, children who are leaving school to visit another Garden student's home must have permission and instructions given in writing by a parent or caregiver.
- In order to make the dismissal process as efficient as possible please pull up as far as possible to allow three cars to be loaded in line in front of the school. If you must speak to the Teacher, pull up and to the side so that the car line can continue to move.

ARRIVAL / DISMISSAL SCHEDULE

| | Arrival | Dismissal | Days |
|-----------------|-------------|---------------|-------------|
| Regular Program | 8:30 – 8:40 | 11:30 – 11:40 | M through F |
| Pre-K4 Program | 8:30 – 8:40 | 2:00 – 2:10 | T, W, Th |
| Kindergarten | 8:30 – 8:40 | 11:30-11:40 | M & F |
| | 8:30 – 8:40 | 3:00 -3:10 | T, W, Th |
| | 8:30 – 8:40 | 11:30 – 11:40 | M & F |