



2022-2023 Drop off and pick up procedures

Drop off

1. School doors open at 8:30 am and 7:30 am for students who have morning wrap.
2. From 8:30-9:00am families park cars in the empty spaces and walk their child to the double glass doors at the far end of the school.
3. From 9:00-9:30am families can walk their child to the double red doors. Families will be asked if the child ate breakfast, if not and the child would like breakfast the family member must stay with child and have breakfast. The school will provide the breakfast for the child.
4. After 9:30 am the student is late, and the parent must provide documentation because the child is late (i.e., Dr. Note).

Pickup

1. Pick up starts at 3pm and all children not in the after-school program must be picked up by 3:15. Late fees will be charged for children picked up after 3:15. Families are to come to the double red doors, ring bell and then proceed to the main office. Families then are to sign their child out and get a hall pass to pick up their child.
2. If your child is in the after-school wrap program, then you can pick up your child at the double glass doors at the far end of the school.

Thank you

Carolyn Stokes Preschool

