



Arrival and Departures Procedure

Parent/legal guardians must pull their vehicles to the orange cones in front of the building and enter through the entrance located at the right of the building. After entering the building parent or guardian will enter their code into the iPad located on the wall near the entrance to clock their child in or out.

No child, regardless of their age, may be released from their car and allowed to enter the building without an adult chaperone. All children ***must*** be accompanied by a parent or guardian (18 years or older) to their designated classroom. There, the parent or guardian must receive verbal acknowledgement of their presence from the teacher prior to leaving for the day. Also, at the end of the day, all children ***must*** be picked up by a parent or guardian (18 years or older) from their designated classroom. Again, the parent or guardian must receive a verbal acknowledgement of your presence from the teacher prior to removing the child from the building. If someone other than parent/legal guardian will be picking up the child, that person will need to be on the child's pick-up list in their file and proper identification will be required before the child can be released.

Drop offs may not be accepted after 10:30 AM without a doctor's note and prior notice to a teacher.

If your child will not be attending due to an illness or other reasons, please call (570)278-2551 to let us know or text Jenny at (607)221-3520.