**TODDLER DROP-OFF AND PICK-UP RUTINES**

**CARPOOL LINE DROP-OFF 8:30-8:45 AM**

- All cars will use the carpool line for drop-off.
- All cars should enter using the driveway to the left of the building (if you are facing the building).
- All children will be dropped off NO EARLIER THAN 8:30am at the 2nd sidewalk leading to the side door.
- A staff member will meet your child at the car and help your child out of the car and to their classroom.
- A staff member will sign your child in each morning at the time of arrival.
- Please do not use drop-off and pick-up times as a time to have a conversation with a staff member. *Obviously, it is important to share information about the child's morning/sleep/eating/health, etc, but any discussion more than just a quick relay of information should be scheduled outside of school hours so that the teacher can give her full attention to the children at all times during school hours.*
- Please do not park your car in the parking lot spaces during drop-off/pick-up times, it can create lots of traffic issues.
- Out of respect for other parents, teachers, children and other drivers and for the safety of all involved, we ask that parents arrive on time, or up to 5 minutes early, for drop-off and pick-up each day.
- The entrance will be locked and unattended starting at 8:45am. If you are running late for drop-off, please contact Kathryn and park at the office where Kathryn will meet you to bring your child to their classroom. Do not drive around the cones please.

**PICK-UP ROUTINE 12:15-12:30PM**

- Parents will walk-in and pick up their child beginning each day at 12:15pm and leaving no later than 12:30pm.
- Parents with children in the Caterpillar Classroom should use the parking spots closest to the side door; Parents with children in the Butterfly Classroom should use the parking spots at the back of the building or the spots before the 1st sidewalk leading to the back doors. PARENTS SHOULD NOT PARK IN SPOTS facing the woods.
- Appointments for conference should be made with your child's teacher outside of school hours if longer discussions are needed, in order to ensure children are carefully monitored during pick-up time.
- Please drive *slowly* and safely through the parking lot at all times and be aware of children walking from the building other drivers in the parking lot during pick up time.
- Due to state child care mandates, early drop-offs and late pick-ups cannot be tolerated. Children must be picked up and signed-out by 12:30pm each day. Please see the handbook for our full policy.
- Families are welcome to stay and play on the playground after school, but the Garden is not responsible for children's care after a child has been signed out. Families who choose to stay are responsible for cleaning up after themselves as teachers have duties to attend to immediately after sign-out.

Most of all, we ask that parents use grace, courtesy and, above all, patience during this process. Especially during the first few weeks of school when we are all getting used to a new routine. There will be children who struggle to exit their car quickly because they are entering a new environment and with that, oftentimes, comes hesitation. Practice empathy for them and for their parents who struggle to say goodbye when their child is nervous. We know there will be frustration in the beginning, we know that waiting in a car line is not fun, but it is necessary that we ensure all children are safe during this process & we need your help and your patience in order to provide that. Please trust that we have thought this out and vetted this process and it is the safest way to get everyone to and from the building. With practice, we can do this within the drop-off/pick-up window times.

Thank you!