



# Attention!

## With the weather turning "winter" we are introducing "MORNING DROP OFF"

The Morning Drop Off program allows you to drop your child off at school without having to get out of your car!

1. Between 8:45am and 9:00am you drive your car to the top of the stairs that lead down to the front door of the preschool.
2. Your child's car seat must be on the left hand side of your backseat. This is for safety purposes as then your child is getting out of the car on the sidewalk side of the street. You will be responsible to unbuckle your child and take them out of their car seat.
3. Once unbuckled and out of the vehicle, hand the Transport Aide a completed pre-purchased coupon that lists their Name, Date, and Classroom Color. **Note: We cannot take your child from you without a prepaid coupon. This is a requirement of the Office of Licensing in order to be able to "track" your child.**
4. The Transport Aide will walk your child from you, down the stairs and into the preschool and their classroom.

### **When will the Morning Drop Off program begin?**

Beginning Monday, December 2<sup>nd</sup>, morning drop off will be available Monday through Friday morning. You can drop off your child at school anytime between 8:45 and 9:00 am.

Coupons are available for purchase and the forms are available in the Forms Rack. They are available in sheets of 4 or 6 coupons.

### **What is the cost of the Morning Drop Off Program?**

The cost is \$3.00 per day per student.

#### NOTES:

1. We cannot take your child from you without a prepaid coupon. This is a requirement of the Office of Licensing in order to be able to "track" your child.
2. The form to purchase Morning Drop Off coupons is available in the Forms Rack. A copy is also attached to this email.
3. Cars will line up along the curb that is along the playground. **PLEASE leave the ramp entrance open for parents who are walking their child into the preschool.**