

Procedures: Rooms 2 - 5

Drop-Off: All children must be in their classroom by 9am

Monday:

1. Sign-in your child on the front sign-ins (including subsidized attendance sheets)
2. Drop off your tuition into the blue box
3. Walk your child to class
4. Put clean crib size sheet and small blanket into your child's cubby
5. *Room 5 Only- Turn in your homework
6. Say good morning to your child's teacher
7. Have a great day at work ;)

Tuesday – Thursday:

1. Sign-in your child on the front sign-ins (including subsidized attendance sheets)
2. Drop off your tuition into the blue box (no later than Tuesday to avoid a \$25 late fee)
3. Walk your child to class
4. Say good morning to your child's teacher
5. Have a great day at work ;)

Pick-up: All children need to be clear of the building by 6pm

Monday-Thursday:

1. Sign out your child on the front sign-ins (including subsidized attendance sheets)
2. Take a pick up card
3. Pick up your child
4. Give pick up card to the teacher
5. Check your child's folder
6. Take home any jackets or sweatshirts
7. Have a great evening with your child ;)

Friday:

1. Sign out your child on the front sign-ins (including subsidized attendance sheets)
2. Take a pick up card
3. Pick up your child
4. Give pick up card to the teacher
5. Take home your child's crib size sheet and small blanket to be washed
6. Check your child's folder
7. Take home any jackets or sweatshirts
8. Have a great weekend with your child ;)

Thank You For Sharing Your Child With Us!