

Drop Off + Pick Up Procedures

Drop Off:

Arrival times are 9:00am (M-F).

The doors will open AT 9:00. Children should exit their vehicle from the driver side, walk up the stairs, and enter through the CBCP Entrance door independently. There will be a staff member outside to supervise. The students will enter, be greeted by the teachers, use the restroom, and hang up their things . Please, keep your car to the left side of the lane.

Pick Up:

Dismissal time is 11:30 for T/Th classes, 12:00pm for MWF + Steam, and 2PM for lunch bunch class. Parents will remain in their cars to pick up children at the CBCP entrance using a name sign ("Car Tag") to identify their student. Your child's teacher will walk them to your car, and put them in the **DRIVER SIDE ONLY**. Please make sure that you adjust the inside of your vehicle accordingly. It is best if your child's car seat is able to be on the driver side during the school year. It is not safe for staff or students to walk in front of vehicles to reach the passenger side. Teachers are not legally allowed to buckle your child, so please pull out of the line to park and make sure that your child is securely buckled before leaving the parking lot. No child will be released without a Car Tag, or notification from the parent that someone else will pick up the child. No child will be released to any adult not listed on the child release form kept in their file and filled out before the start of the year. If there is a special custody agreement, we must have court documents on file pertaining to the arrangements.

Parents are also welcome to park and walk to the building to drop off/pick up their child instead. Please refrain from cell phone use when dropping off and picking up your child. Drop off for preschool is at 9:00, and pick up is at 11:30/12:00/2:00. Please keep in mind that our education time is valuable, as is the time of our aides and teachers. Every late arrival/dismissal means that our staff is unable to be tending to their other duties.

