

## LOWER PROVIDENCE PRESBYTERIAN PRESCHOOL

### **TRANSPORTATION**

September 1, 2022

Parents provide transportation to the school and home again.

If you will not be picking up your child, if he is not riding in his normal car pool, or if he is going home with a friend, **we must have a note from you.** The school reserves the right to require ID for anyone picking a child up from school who the teachers do not know. The school also reserves the right to refuse to release a child to a stranger. These policies are for the child's welfare.

PLEASE be prompt because young children become anxious when the other children have gone and they are the only one waiting to be picked up.

### **DROP-OFF AND PICK-UP PROCEDURES**

**SAFETY FOR YOU AND YOUR CHILD IS OUR PRIORITY! PLEASE SHARE THESE GUIDELINES WITH ANYONE WHO WILL BE TRANSPORTING YOUR CHILD TO AND FROM SCHOOL!**

- **PLEASE DO NOT ARRIVE EARLY**
- **YOU WILL BE ASKED TO PARK**

**Arrival start time is 9am.** There is a 15 minute window that your child's teacher will be at the door. Arriving prior to 9 or your scheduled pick-up time creates confusion in the parking lots.

If you are running late, please notify the teacher. After 9:15, you will need to park in the parking lot and walk your child to the church office so that your child's teacher can be notified of their arrival.

There is an **EXIT** in the church's large parking lot (lower parking lot area), where we ask that you exit from. This is Elm Street and wraps around to Ridge Pike, just below the church property. Use Caution. **Please be aware that this is a 2 way street.**

## **CHANGE IN PICK UP LOCATION**

In the event of a Church funeral or large Church event, you may be asked to pick up your child at the rear gym door behind the church (playground). We will do our best to notify you ahead of time.

Each class will have a designated door for your child to be received by their teachers. Please see below for each class.

### **PRE-K**

Eagles Class: Monday, Tuesday, Thursday, Friday 9 to 12:30

- Enter the main church large parking, past the front glass Atrium and proceed to the side door entrance (2<sup>nd</sup> brown door).
- You will form a car line. If you are the first car, please pull past the door, a car length or 2.
- Stay at your car until the teacher is at your car to receive your child.
- Returning to your car in a timely manner will allow you to continue to the lower parking lot to **EXIT**.
- For Pick-up: Please pull down further towards the back of the gym/playground area where there is a door that your child's teacher will dismiss from at 12:30.

## **THREE YEAR OLDS**

Bluebirds Class: Monday, Wednesday, Friday 9 to 2

Cardinals Class: Tuesday, Thursday 9 to 11:30

Enter the main church large parking lot.

- A car line will be formed in front of the church glass Atrium.
- The first car should always pull down to the end of the sidewalk, (past the 1<sup>st</sup> brown door to the right).
- Please stay at your car until the teacher comes to receive your child.
- This will allow you to return to your car in a timely manner so that you can continue to use the lower parking lot exit.
- NEVER double park, and NEVER find yourself stopped out on Ridge Pike.
- If this should happen, please pull in and park in the parking spaces and walk your child to the door.
  - **PLEASE DO NOT PERFORM A U-TURN!**
  - **THIS CAN CAUSE AN ACCIDENT!!**

## FOUR YEAR OLDS

Butterflies Class: Monday, Wednesday, Friday 9 to 2

Monday and Friday Procedures:

- Enter in the church's cemetery small side parking lot. **This is a one way entrance.**
- Park in a space to the right and wait until your child's teacher comes to your car to receive your child. If there are no available spaces, wait until a car exits.
- This will allow you to return to your car in a timely manner so that you can continue to exit down through the cemetery lane. As you come out into the large parking lot, to the right, is the lower parking lot **EXIT**, Elm Street, to Ridge Pike.

### WEDNESDAY ONLY:

- Enter the main church large parking lot.
- Go past the front glass atrium. **DO NOT get into a car line.**
- Proceed to the large parking lot and continue down across from the playground area.
- After parking, wait to see your child's teacher at the door.
- You will then escort your child to the back gym entrance where your child's teacher will be waiting to greet them.

Please be careful as cars will be exiting down the side of the church building.

## FOUR YEAR OLDS

Butterflies Class: Monday, Wednesday, Friday 9 to 2

Monday and Friday Procedures:

- Enter in the church's cemetery small side parking lot. **This is a one way entrance.**
- Park in a space to the right and wait until your child's teacher comes to your car to receive your child. If there are no available spaces, wait until a car exits.
- This will allow you to return to your car in a timely manner so that you can continue to exit down through the cemetery lane. As you come out into the large parking lot, to the right, is the lower parking lot **EXIT**, Elm Street, to Ridge Pike.

### WEDNESDAY ONLY:

- Enter the main church large parking lot.
- Go past the front glass atrium. **DO NOT get into a car line.**
- Proceed to the large parking lot and continue down across from the playground area.
- After parking, wait to see your child's teacher at the door.
- You will then escort your child to the back gym entrance where your child's teacher will be waiting to greet them.

Please be careful as cars will be exiting down the side of the church building.

## FOUR YEAR OLDS

Kittens Class:

Tuesday, Wednesday, 9 to 11:30 /Thursday 9 to 2

- Enter in the church's cemetery small side parking lot. **This is a one way entrance.**
- Park in a space to the right and wait until your child's teacher comes to your car to receive your child. If there are no available spaces, wait until a car exits.
- This will allow you to return to your car in a timely manner so that you can continue to exit down through the cemetery lane. As you come out into the large parking lot, to the right, is the lower parking lot **EXIT**, Elm Street, to Ridge Pike.