



## Drop-Off Procedures

**To Enter:** Please enter by traveling either eastbound or westbound on Top Gun Street and then turning into the driveway located between the Kinderhouse building and the two-story office building to the east of Kinderhouse (entrance closest to the play area) between 8:00 am and 8:25 am.

**To Exit:** Please exit by turning RIGHT onto Flanders Drive and then left onto Sequence Drive or right onto Top Gun Street. This right turn is required to ensure the safety and efficiency of the drop-off and pick-up procedure (see diagram on the following page).

### Important Notes:

- If you would like to volunteer during or outside of your scheduled volunteer week for the drop off (and we love volunteers!), please arrive early so you have time to park and walk across the lot before other cars arrive. Our drop-off procedure is only possible through the support of our parent volunteers.
- **For safety reasons please do not get out of your car during the drop-off - even on the first days of school.** We understand that you want to ensure your child has an easy transition to the school environment, and we have found that the best way to do this is for the child to have the independence to leave you - instead of you leaving them. Our teachers and volunteers are ready to help your child out of the car and are happy to provide them with tender care, especially as they adapt to their new surroundings. **We do not allow parents or children to walk through the parking lot during drop off times.** You may wait on the bench at the front entrance for the drop-off to finish, and then you may sign in your child. Because of our concern for the safety of yourself and the children, we strongly discourage walking. You will be responsible for the safety of yourself and your child until the child enters the building.
- During drop off, please ensure that your child wears their safety belt **until the volunteer or teacher opens the door.** We are **mandated to report infractions to CPS.**
- **Please put your car in Park** while a volunteer or teacher is near your vehicle.
- At all times, please obey all traffic laws and please show courtesy to other Kinderhouse students, volunteers, teachers and Kinderhouse neighbors. Thank you!
- **Please do not reverse in the Drop Off Area**
- Please place car seats on the right side of the car, to facilitate the Drop-Off procedure.
- Please remember, to **always sign the Sign In Sheet as soon as you come in or drop off/pick up!**

