

St. Michael Lutheran Preschool Drop Off and Pick Up Policies

Drop off Procedures:

- Please refer to the attached parking lot map for more clarification of our drop off and pick up procedures.
- Upon arrival, please pull into the church parking lot and follow the designated cones to loop around the parent drop off line.
- Once you have reached the STOP sign cone, please wait here to be called forward by a staff member. Safety is our priority!
- When summoned to move forward, please pull up to the first cone.
- Your vehicle will be greeted by a staff member.
- Please sign your child in on the clipboard.
- Please have their backpack and lunch box in an easily accessible area of your car for us to remove.
- Please wait in your designated parking spot until asked to exit the car line and church parking lot.

Preschool and Aftercare Pick up Procedures:

Preschool hours end at 1:00pm. If your child stays after 1:00 pm they are considered aftercare

- There will be no car line pick in the afternoons. Please park your vehicle, come to the front door and ring the doorbell.
- **Please have your ID ready so that staff can verify you are authorized to pick up the child. Please inform the office of any additional authorized pick up person.** We understand that this may be an inconvenience, but please remain patient with ALL staff members while we try and place faces with children and their authorized pick up persons. Safety is our utmost concern. Thank you! 😊
- A staff member will verify your ID and bring your child and their belongings to the door.
- Please use the sign out sheet located on the front shelf to sign your child out.

**** During inclement weather, drop off in the mornings and 1:00 pm pick up will be under the overhang at the front doors of the church****