



Early Drop-off Staff Procedure

Early Drop Off will be open at 8:15am daily in the Big Room, beginning the 2nd Monday of the School Year.

Itali, Bertha & Magnolia (M-F). Trish will have facility opening procedures to follow.

GOAL: Smooth transition for children from EDO to start their classroom morning in a positive way. Minimize awkward traffic flow as people enter the Lobby. Timing is key to our success!

Trish will remain in the Big Room until all children have left and will be sure Big Room is organized for the day (unless needed elsewhere). She will bring the sign-in sheet back and forth monthly to the office for Nicole to track attendance trends. Our numbers may be low at first, but generally grow throughout the year.

Hillside/Blue Sky:

A first floor assistant teacher (from each room) should retrieve kids no later than 8:55am and bring them to their classroom. Walkie-Talkie first to see if you have kids to pick up. (Cecile will bring Ducks with her to 108.)

Woodland:

Either Leslie or Magnolia will bring both Bears & Foxes upstairs at 8:55am. Work out an alternating weekly pickup schedule.

Creekside:

ALL teachers should be on the playground ready to greet children by 8:55am promptly. Stephanie & Ami will alternate weeks at carpool line and front gate assisted by their teams. Raengel can do pickup from the Big Room at 8:55am and get kids to the playground and supervise them in advance on heavy Lobby entry traffic. Trish will also be available to support Creekside transitions. Walkie-Talkie first to see if you have kids to pick up.

PAC meeting days will have lots of kids, promptness is important.

October 21

November 18

**December
(no meeting)**

January 20

February 24

March 17

April 14