



## Early Drop-off Staff Procedure

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

Trish will be joined by Caitlin (M-F) Bertha (MWF) and Cecile (Tu/Th)

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!

Caitlin will remain in the Big Room until all children have left and will be sure Big Room is organized for the day. She will bring the sign-in sheet back and forth daily 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 Caitlin 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. Walkie-Talkie Caitlin first to see if you have kids to pick up. (Bertha can bring Hedgehogs with her to 170.)

### **Creekside:**

ALL teachers should be on the playground ready to greet children by 8:55am promptly. Sarah & Tricia will alternate weeks at carpool line and front gate assisted by their teams. An assistant teacher can do pickup from the Big Room at 8:50am and get kids to the playground and supervise them in advance on heavy Lobby entry traffic. Assistants can work out a schedule to alternate this duty weekly, or designate one person to do this consistently. Walkie-Talkie Caitlin first to see if you have kids to pick up.

PAC meeting days will have lots of kids and may require extra staffing.

**October 21**

**November 18**

**December  
(no meeting)**

**January 20**

**February 24**

**March 24**

**April 21**