



# Early Drop-off Staff Procedure 2022-2023SY

**Early Drop Off will be open at 8:15am daily in the Big Room,  
beginning September 19.**

Trish will be joined by Angela (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!

Trish 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 Noni 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 Trish first to see if you have kids to pick up. (Cecile will bring Cardinals with her to 108.)

## Woodland:

Either Linda or Anne will bring both Bears & Foxes upstairs at 8:55am. Work out an alternating weekly pickup schedule. Walkie-Talkie Trish first to see if you have kids to pick up. (Angela can bring Hedgehogs with her to 170.)

## Creekside:

ALL teachers should be on the playground ready to greet children by 8:55am promptly. Laura and 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 Trish first to see if you have kids to pick up.

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

**October 25**

**November 29**

**December  
(no meeting)**

**January 24**

**February 28**

**March 28**

**April 25**