

Littlest Angel Preparatory Preschool/PreK/Young Fives
Drop Off and Pick Up Policy

It is the Parent(s)/Guardian(s) responsibility to inform anyone authorized* to drop off or pick up their child(ren) of this policy.

Child's name: _____

1. **Every** parent, guardian, relative, friend, nanny, etc. **must use their own Identification Code*** to unlock the black iron gate when entering the classroom premises.
2. **Every** parent, guardian, relative, friend, nanny, etc. **must close the iron gate and the front door and not hold the iron gate open for anyone** else to enter during drop off and pick up. (Please inform a teacher if someone is waiting at the gate.)
3. **Every** parent, guardian, relative, friend, nanny, etc. **must close the small child gate** during drop of and pick up.
4. **Every** parent, guardian, relative, friend, nanny, etc. **must sign their child in and out** at the time of drop off and pick up **using the electronic** sign-in, tear off receipt and place in child's pouch** near the front door.
5. **Every** parent, guardian, relative, friend, nanny, etc. **must bring their child to a teacher when dropping off their children and inform a teacher their child is present.**
6. **Every** parent, guardian, relative, friend, nanny, etc. **must go to the yard or classroom when picking up their child and inform a teacher their child is leaving.**

*If someone not authorized needs to pick up a child, **parents must inform the school ahead of time.** No key code or identification code required. They will need to ring the doorbell and fill out a ticket (tickets go into the child's pouch near the front door) to ensure your child's attendance is counted for that day. Please let the person know we will check their picture identification card before we release the child.

**If the electronic sign-in is not working or printing receipts, please fill out a ticket (tickets go into the child's pouch near the front door) so that we can troubleshoot the problem and ensure your child's attendance is counted for that day. In the event the electronic system is down, or the power is out, we will use a paper sign-in sheet.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Original in child's file
Make a copy for parents

Updated 10/23/2018