



## Arrival & Dismissal Procedures

**Arrival:** When arriving in the car line, a staff member will meet you at your car. Please do not leave or walk away from your car while in this lane. We will pick up your child while you are in the drop off zone. Parents are responsible for unbuckling their child, getting them out of their seat, and signing them in for the day. A staff member will be waiting to escort your child into the building.

If you are a walker, please bring your child to the staff member and they will escort your child inside. TTP staff will be available to bring your child into the building from 9:00 a.m. to 9:10 a.m. If you arrive after 9:15 a.m. you will need to bring your child into the church office and sign them in.

**Dismissal:** TTP staff will walk your child to your car as you wait in the car line. Please do not leave or walk away from your car while in this lane. We will bring your child to you where you can then sign them out. Parents are responsible for buckling their child in their seat. We will have a designated "Buckle Up" area. Our dismissal time is 12:00 noon.

\*\*\*\*By leaving your car while parked in the car line, traffic congestion can occur. This line needs to keep moving. Please stay to the right when dropping off or picking up your child and pull all the way to the sign. We are asking you to do this for your child's safety.

Also, unfortunately, this is not a time to talk to your child's teacher about progress, how the day went, etc. Please write a note or call your teacher if you have any concerns.

Please follow these procedures for the safety and consideration of all children at Tiny Treasures Preschool. Thank you for your cooperation.

Sincerely,  
TTP Staff and Board