

# LEARNING FOUNDATION PRESCHOOL

## Drop-Off, Pick-Up Procedures

Preschool Hours 8:00am - 3:15pm

Half Day students 8:00am - 11:30am



- **Drop-off between 7:45am and 8:20am:** Parents and students must enter by the preschool gate not the front office.
- **Drop-off after 8:20am:** Parents and students must enter through the front office. Parents must sign in as a guest before walking child to the preschool room. The office is required to monitor who enters the building after classes begin.
- **Half-day pick-up is at 11:30am:** Parents must enter through the front office and sign in as a guest. The office is required to monitor who enters the building after classes begin.
- **End-of-day pick-up starts at 3:15pm:** Parents are required to enter through the preschool gate not the front office.

**If a parent picks up before 2:30, they must go through the front office and sign in as a guest.**

**AFTER 2:30 ALL PARENTS MUST WAIT UNTIL 3:15 FOR PICK-UP IN ORDER TO REDUCE THE HIGH VOLUME OF TRAFFIC.**

