

# Drop-off/Pick-Up Procedures-

## Preschool

### Drop-Off:

**Where:** The school hallway

**When:** 9:20 - 9:30 AM

**Procedure:** Parents should grab an EC parent badge upon entering the school. Parents will stay with their child in the hallway until teachers arrive at 9:30. Children will touch their picture on the wall while singing a song/waving goodbye. Parents should leave after the "wave goodbye" verse. Children will walk down after parents leave. Parents are asked to **NOT** walk down with us to the classroom after the first day. Parents will return the badge when leaving the school.

### Pick-Up:

**Where:** The school hallway

**When:** 11:55 AM - 12:00 PM

**Procedure:** Parents should grab an EC parent badge upon entering the school and can wait in the chairs in the school hallway. Parents will sign out children on clipboards. Please see either teacher to sign out your child. If someone new is picking up, please bring a photo ID. Parents will return the badge when leaving the school.

### School Bus Transportation:

If you reside in the Hamilton City School District, you may choose to utilize school bus transportation for your child. Transportation requests will have to be completed through the school district. Please inform the classroom teacher if your child will be riding the bus. EC students will ride the bus with K-9 students and will utilize childcare before/after class. Parents will be required to pay childcare rates for the time spent in childcare each day. A sibling or assigned buddy may walk your child down to the classroom/childcare if needed. For dismissal, children will ride the bus home with K-9 students at the end of the school day (typically around 4 PM). They will ride with a sibling or be assigned an older buddy.

### Childcare:

Childcare is available for families. EC students may utilize childcare during the hours that they are not in class. Childcare hours are from 6 AM to 6 PM Monday through Friday. Any questions regarding enrollment or tuition can be directed to the Childcare Director.