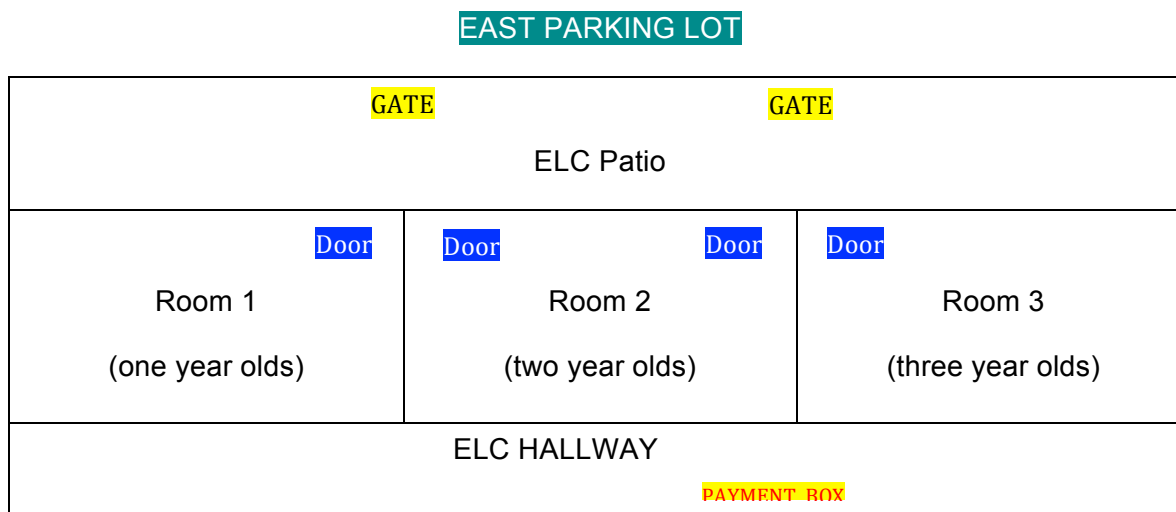


Daily Drop Off and Pick Up Procedures 2017-18 School Year

Arrival/Departure

Please enter through the classroom doors at the end of the parking lot side of the building. The classroom doors will be locked throughout the day for safety purposes. Always knock to gain entry to the classroom. Below is a diagram to help you enter the ELC.



If the children are not in the classroom, and you cannot gain access to the building, please drive or walk around the building to the breezeway or to the main church office and walk down the hall to the gymnasium, where the children may be playing. Please advise the staff if someone other than yourself will be picking up your child.

Licensing regulations require that you sign your child in and out of care each day. The correct time must be entered at both arrival and departure times. Children must arrive by 9:30am in order to participate in care for the day. A late pick up fee will be charged for anyone picking up after 3:30pm for the Day School Program and after 6:00pm for the Extended Day Program. The fee is \$15.00 per quarter hour after each scheduled pick up time and will be automatically added to your bill.

Car Seats

Under State Law, all children in the age range that we serve at the ELC must be transported to and from school in a child restraint seat. Please make sure you transport your child safely and in accordance with the law each day.

Parking Lot

Please follow these safety precautions in the parking lot.

1. Never leave your car running with a child or pet inside. If you need assistance with a child and/or pet, please call the office and we will find a way to help you.
2. NEVER leave ANY valuables in your car. There is a good chance they could be stolen in a split second.
3. Always hold your child's hand when in the parking lot, as this is a very busy campus with lots of cars.
4. Call **911** if you see anything or anyone suspicious, and then let one of the teachers know.