**CARPOOL PROCEDURES 2022-2023**

**Drop off/Arrival:**

**The following procedures are in place to accommodate recommendations that classes are only exposed to their teachers and classmates.**

\*Before arrival be on the alert for symptoms of COVID-19 and keep your child at home if showing any signs of illness.

\*Only registered children and staff members will be allowed in the building.

\*Designate the same person (limit to one adult) to drop off/pickup each day, if possible.

\*1s/2s Parent/child will line up on the breezeway (socially distanced). Teacher will greet child and take them to the classroom.

**\*Please note: Only staff and children are allowed in the building. Carpool required for 3s/4s\***

**Drop off times will be staggered as follows:**

8:45-8:55 1s/2s: 1s through classroom door and 2s through Nursery door on Breezeway (socially distanced).

**Carpool schedule for 3s/4s:**

8:55-9:05 3s

9:05-9:15 4 day 4s

9:15-9:20 5 day 4s

9:20-9:30 Late drop off (Walk your child to the preschool door and ring bell or drop off at classroom outside door).

**Pickup:**

11:45-11:55 1s through classroom door and 2s through Nursery door on Breezeway (socially distanced). Late pickup will be through the same door, a fee will be assessed.

**Carpool schedule for 3s/4s:**

11:55-12:05 3s

12:05-12:15 4 day 4s

12:15-12:20 5 day 4s

Late to pickup: Your child will be returned to their classroom and you will be required to:

3s – Pick up your child from outside of their classroom door, a fee will be assessed

4 day 4s – Ring the door bell, your teacher will bring your child to the front door, a fee will be assessed.

5 day 4s – Pick up your child from outside of their classroom door, a fee will be assessed.

**Please note:**

NC law prevents us from buckling your child into a car seat.

Please place the car seat so that you do not have to get out of the vehicle to buckle. If you must, please pull up to the buckle zone right before the parking lot entrance/exit.

A late fee is charged at a rate of $1/minute past your pick up time, unless prior notice is given (in case of emergency).

If someone other than parents/sitters/guardians will be picking up your child, you must notify the teacher/office and that person will be required to show ID or carpool tag upon pickup.