



St. Luke's Preschool

# Preschool Dismissal Procedures

In our effort to be as family-friendly as possible, St. Luke's Preschool offers **two ways** for you to pick up your children at dismissal times. **Please share this information** with grandparents, daycare providers and anyone who will be coming for your child at the end of the school day.

## Curbside Pickup:

- Join the line of cars as they wind their way to our entrance at Door E. Pull forward until you are directly in front of the door. Stay in your vehicle. We will put your child into the car.
- As you near the front of the line, hold up one of the large name cards you were given at Orientation. (The second card is for your other car or alternate drivers who may be picking up your child. Let us know if you need more). The teachers often see only glaring windshields, not the faces of drivers inside, and don't always recognize you by the car you drive. The name card is vital for helping us bring your child to you!
- As we help your child get into your car, we'll try to give you a quick summary of your child's day at school. (Sometimes, we will follow-up by sending more information via email).
- As soon as your child is inside your vehicle, **please pull forward at least 20 feet or park in the lot nearest Old Shakopee Road**, so that you can give your child a hug and fasten him/her into their car seat. This allows us to continue the flow of dismissal, without you being rushed with the buckling.

## Family Room Pickup:

- The Family Room opens the end of September. With this option, you can arrive as early as 11:30 and wait for your child in the Preschool Family Room. There are toys for siblings and parenting information for you, while you wait for dismissal. As other parents come, you can spend the time visiting and making friends, just like we do in class!
- Please park on the Old Shakopee Road side of the building so that your child will be able to stay on the sidewalk as you leave. We don't want children crossing where cars are driving.
- Bring your name card into the building with you and leave it on the table by the Family Room door.
- As we begin the dismissal process, we will bring your child to you. You can then leave together or wait a few minutes, until the hallway clears, so your child can show you things in the classroom.
- **Once we begin bringing children out to the cars, please do not enter the building for the Family Room option.** Rather, wait on the main sidewalk until we bring your child out.

## At All Times:

- Whenever you (or your alternates) come inside to pick up your child, please park on the Old Shakopee Road side of the building. For the safety of our children and families, we do not want anyone crossing the parking lot between cars.

*Thank you for your cooperation!*