



2026/2027 Preschool Drop-off and Pick-up Procedures

Drop-Off Procedures:

- 6:30-7:30 AM – Drop-off students at door 7 for extended care, Monday-Friday. Extended Care services are provided to families that need to drop their child(ren) off at school before the general drop-off time. Extended care fee is \$5 an hour before and after school.
- 7:30-8:00 AM – General drop-off time. Parent/guardian park in the parking lot near door 7, walk your child to door 7 and check-in your child with the staff member checking in.

Pick-Up Procedures: Half-Day Preschool:

- 11:30 AM – Pick up students at door 7. Parents/Guardians park near door 7 and walk to door 7 to pick up their child.

Pick-Up Procedures: Full-Day Preschool:

- 3:05 PM – Student pick up begins. Parents/Guardians park in the parking lot by door 7 and pick up their child at door 7. Any student who is not picked up by 3:25 PM, will be dropped off at extended care. Parents will then pick up their child from extended care, door 7.

To change the pickup person for your child, you must use the *Pikmykid* app to assign a pickup person for that day or contact the office to make a change. Anyone who is not the typical pickup person must be on the pickup list and be prepared to show a photo ID (driver's license, student ID, etc.), so all pick-up persons should carry a photo ID whenever they come to pick up your child. No one younger than a fifth grader may escort a child into the building or pick-up a child from school. Anyone picking-up a child must be listed on the emergency contacts.