

Early Childhood Drop Off/Pick Up Procedures For Preschool and Pre-K Students

Drop Off Procedures:

If your child arrives between 7:00-7:45 am, please bring them to room B111 in the ECE Building where they will be checked in by a staff member. Please walk your child into the ECE building to room B111.

If your child arrives between 7:45 – 8:45 am, please bring your child to the appropriate Extended Care room in the ECE Building:

All Pre-K students will have morning Extended Care in room B107.

All Preschool 3 year olds will have morning Extended Care in room B111.

Pre-K and Preschool classes begin promptly at 9:00 am and teachers will begin receiving students in their rooms at 8:45 am. When your child arrives, the teacher or aide will sign them in.

Pick up Procedures:

Teachers will release students ONLY to their parents or regular pick-up person as designated by the parents. If an individual other than the parents or regular pick up person will be picking up your child from school, please e-mail or give the director a call noting the change of person picking up your child. The person will need to stop by the ECE Lobby desk or Director's office to present their ID before the child will be released.

At 2:00 PM children are picked up at their classroom door. Upon pick up, your child's teacher or aide will sign him/her out for the day.

If you are picking up your child along with an older sibling at 3:15 pm, please let us know, so that we can get them ready and waiting for the car pick up line. The Extended Care teacher will sign your child out once they have received notification that you picked up your child. Ms. Miller, Mrs. Smithson, Mrs. Long and myself will supervise the car pick up line in front of the ECE Building at 3:15 – 3:30 pm. All kindergarten students who are not picked up by 3:30 pm will be checked into Extended Care.

Except in the above-mentioned situations, you will need to check your child out of Extended Care by using your security card. A staff member to officially check them out will swipe it at the front desk of the ECE building.

For new families, until the security cards are made and issued, you will check your child out of Extended Care through the staff member who has your child in their care.

If you have any questions, please feel free to call 713-290-8277 or e-mail at lynette@oslschool.org

Lynette Cherington – Early Childhood Director