

Drop-Off/Pick-Up Procedures for Williams Early Childhood Center

All of our students will have a backpack tag that has their teacher's name on it. It is very important that this tag REMAIN on your child's backpack. This ensures that we can safely deliver them to the appropriate classroom.

To Drop-Off

You will enter at the East entrance (to enter the large parking lot). You will keep left to loop around the large parking lot. As you approach the sidewalk in front of the building (the large glass entry), you will be greeted by staff members who will assist your child in entering the building. If you are in the car line, please do not exit your vehicle.

Please make sure your child can unbuckle their safety seat. Staff members are encouraged not to unbuckle students. If your child needs assistance with unbuckling, please use a parking spot, park your vehicle, and safely walk your child to the sidewalk where they will be greeted and delivered safely to their classroom.

Following a successful drop-off, you will continue moving left around the narrow lot on the north side of the building and exit via your first right.

If you prefer, you may park your vehicle in the large lot and walk your child up to the front sidewalk. Please use the crosswalk to ensure that safety is maximized. You will be able to release your child to a staff member on the front sidewalk who will assist your child to their classroom. Please walk your child all the way to the sidewalk. It is not safe to let them run across the parking lot or cross walk without an adult.

To Pick-Up

Enter and exit the parking lot the same way you did at drop-off. Please have your colored paper on the dashboard or visible on a window so we can see the teacher and your child's name. We will radio to have your child sent to the pick-up zone in front of the building. Staff members will assist your child as they get into your vehicle. If you are in the car line, please do not exit your vehicle.

Please make sure your child is securely fastened in their booster seat or car seat prior to leaving school property. Please do not hinder the flow of traffic in the car line to complete this task, but rather use a parking spot or the buckle zone to safely secure your child. **STAFF MEMBERS WILL NOT BUCKLE OR UNBUCKLE STUDENTS IN THEIR CAR SEATS.**

We hope this system is a convenience for families as you deliver and pick-up your children safely to school.

As always, if you wish to speak to the teacher, call or email them to set up an appointment. Teachers are also good at checking backpacks for notes. You always have the option of parking and coming to the office if you need to speak to Ms. Shirley or Dr. Mitchell.