



Child Pick Up

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day if this person is on the authorized list. If the person is NOT on that list, we **MUST** have written permission to release your child. *NOTE: It is legal for either parents to pickup his/her child unless Little Joes Preschool is provided a copy of a court order restricting visitation.*

Please inform emergency contacts or people designated to pick up your child if we do not know them then we will need to ask for identification.

The safety of children is of paramount concern to St Joe Church of Christ and Little Joes Preschool. When children are being picked up, staff will ensure that the person doing the pickup is authorized to do so and does not appear to be unwell or intoxicated.

Pickup by an unknown person

If the person picking up the child is unfamiliar to staff present, the child's file will be checked for the individual's name and photo identification will be required. If the unknown person is not authorized to pick up the child, the parent must be contacted for permission. Should the parent(s) be unavailable for contact, the child cannot and will not be permitted to leave with the unauthorized individual.

If an attempt is made to take the child or if the individual does leave with the child, 911/police will be called by staff. The following will be described to the authorities:

- the name of the person
- the direction they left
- the appearance of the person
- the appearance of the child
- the appearance of their car (if driving)

Pickup by a person who appears unwell

If a parent/authorized person appears to be unwell/intoxicated when they arrive to pick up a child, and staff is concerned for the safety of the child, staff will suggest that the parent/authorized person not leave with the child. If the unwell person insists on leaving with the child, staff cannot prevent the parent/authorized person from taking their child, as only CAS or a certified court order can permit this. In the event that safety concerns for the child are present, staff document the event including:

- Time/location of incident
- concern and details about the conversation
- name of all people involved
- any other relevant information
- If the unwell/intoxicated person is driving the child and staff is concerned, staff should make note of the car, license number and probable destination, then call the police.

Arrival/Dismissal

We will meet you at your car each morning to escort your children to and from the preschool. We will begin bringing children in 15 min prior to the start of class.

Please drop off children no later than 5 minutes prior to the start of class so that we may start promptly. Doors will be locked at 8:30am. If you are arriving late, please inform the teacher and ring the doorbell once you have arrived.

Please inform us if your child will not be in attendance, preferably before 8:30am. (this helps in preparing for snacks, crafts etc.)

Car-line directions:

Please **enter from School Street or from SR 1, travel north through the alley** between the church and the playground (indicated by **GREEN** arrows on the map). Children will enter/exit through **Door 5** (see map below). *If you are walking or coming from the parking lot, we ask that you wait until all cars have exited the line to avoid children crossing in front of or between vehicles unexpectedly.* Cars will exit following the **BLUE** arrows.

Through previous experience we have learned that this procedure eliminates children in the parking area, alley way, and street while vehicles are in motion. Please help by making safety a priority.

We will bring your children to your car after school. You are responsible for buckling them in. Pull ahead to the church parking lot across the street, circled in **RED**, to buckle your child in. This will keep the line moving quickly.

