

Drop Of Procedures:

Parents will be bringing their children into the building in the mornings. Here are the details:

- Drop-off time is from 8:00 – 9:00. School starts at 9:00 and all children should be in class by 9:00am.
- Only park in spaces not designated for UUR staff or handicapped spaces.
- Please drive slowly and be very careful as children are now walking in the parking lot.
- Come to the right (west) side of the building and up the ramp.
- Punch in the code to get in the door. The code will be given to you near the beginning of school.
- Come down the stairs, down the long hallway, and into the foyer to sign your child in at the sign-in desk next to Ms. Cinthia's office.
- Be sure to look at the bulletin board for important information and sign-ups.
- In this order, your child should hang their coat and go-home bag on their hook in the Sunshine Room, put their snack in their cubbie, wash their hands, and say goodbye at the classroom door so they can go into their classroom. If they can accomplish this on their own, please allow them to practice this independence by signing them in and saying good-bye and allow them to finish on their own.
- Please remember that class has already begun for many of the children and the teachers so please be respectful of their need for a calm and peaceful classroom.
- Cinthia is available if you have any questions. You can give her a message to pass along to your child's teacher as well.
- If you arrive after 9:00, please call the school office and Cinthia will make arrangements with you to come into the school. At 9:00 the school day has officially begun and lessons have started. We would like to keep disruptions to the classrooms to a minimum.

Pick up will remain the same with carpools at 12:30, 3:00, and 4:30 – 5:00.