

**WPUMC Preschool Drop-Off & Pick-Up Procedures
2020-2021**

DROP-OFF

Before Care (8am-9:10am)

- If your child is preregistered for Before Care, no matter what class, please proceed to the main double glass doors off the church parking lot.
- A table will be staffed with screening personnel. If people are already at the screening table, please keep a social distance of at least 6 feet from others as you wait.
- At the table, the staff person will ask you screening questions and take your and your student's temperature.
- If you or your child has a fever, or you or anyone in your household have had any other symptoms (sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit), please stay home.
- If the screening and temperature check are not passed, you will be asked to return home for the safety and protection of others.
- Only one adult will be admitted into the building with the student.
- All persons (including children 3 years and over) must be masked when entering the building.
- Please use hand sanitizer as you enter.
- Please drop off your student as quickly as possible, keeping social distance from others, and not lingering in hallways or other areas, including outside on the church lawns.
- Please exit either the main double doors (Bunnies, Butterflies, Dragonflies, Hedgehogs, Chipmunks) or through the courtyard doors at the top of the stairs (Foxes and Owls).

Regular Drop-off (9:15-9:45am)

Drop-off Times will be staggered:

Students with last names starting with **A-L** are to be dropped off **between 9:15 and 9:30am**

Students with last names starting with **M-Z** are to be dropped off **between 9:30 and 9:45am**

Bunnies/Butterflies/Dragonflies

- Please park on High Street. You will proceed to the playground entrance off the main parking lot.
- At the gate, there will be screening personnel. If others are already at the screening station, please keep a social distance of at least 6 feet from them as you wait.
- At the gate, the staff person will ask you screening questions and take your and your student's temperature.
- If you or your child has a fever, or you or anyone in your household have had any other symptoms (sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit), please stay home.
- If the screening and temperature check are not passed, you will be asked to return home for the safety and protection of others.
- Only one adult will be admitted into the building with the student.
- All persons (including children 3 years and over) must be masked when entering the building.
- Please use hand sanitizer as you enter.
- You will sign your student in at the classroom.

- Please drop off your student as quickly as possible, keeping social distance from others, and not lingering in hallways or other areas, including outside on the church lawns.
- Follow signs and directions from staff and teachers to efficiently move through your student's classroom "enter" and "exit" doors.
- To exit, you will follow the signs down the short flight of stairs out the west wing of the preschool hallway, and exit to the alleyway that leads to High Street (be careful to watch for any traffic in the alley).

Hedgehogs/Chipmunks

- Please approach the church building from the east on Arizona.
- Immediately after the intersection, pull to the curb in front of the church lawn for "kiss and go" drop off.
- Do not park or get out of your car.
- A staff person will come to you with a sign in clip board, will ask you screening questions and will take your student's temperature.
- If you or your child has a fever, or you or anyone in your household have had any other symptoms (sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit), please stay home.
- If the screening and temperature check are not passed, you will be asked to return home for the safety and protection of others.
- Allow the staff to help your student out of the car (arrange so that your child can exit a door closest to the curb). Your student will then be directed to a waiting area, and then led to their classroom by preschool staff.
- Keep the process brief, and remember to make arrangements to speak with your student's teachers at another time.
- Carefully navigate out of the drop off lane to create room for others to drop off their children.

Foxes/Owls

- Please approach the church building from the north on Race street
- As you approach the east side of the church building, pull to the curb for "kiss and go" drop off.
- Do not park or get out of your car.
- A staff person will come to you with a sign in clip board, will ask you screening questions and will take your student's temperature.
- If you or your child has a fever, or you or anyone in your household have had any other symptoms (sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit), please stay home.
- If the screening and temperature check are not passed, you will be asked to return home for the safety and protection of others.
- Allow the staff to help your student out of the car (arrange so that your child can exit a door closest to the curb). Your student will then be directed to a waiting area, and then led to their classroom by preschool staff.
- Keep the process brief, and remember to make arrangements to speak with your student's teachers at another time.
- Carefully navigate out of the drop off lane to create room for others to drop off their children.

PICK-UP

Regular Pick-up (2:15-2:45pm)

Pick-up Times will be staggered:

Students with last names starting with **A-L** are to be picked up **between 2:15 and 2:30pm**

Students with last names starting with **M-Z** are to be picked up **between 2:30 and 2:45pm**

Bunnies/Butterflies/Dragonflies

- Please park on High Street. You will proceed to the playground entrance off the main parking lot.
- At the gate, there will be screening personnel. If others are already at the screening station, please keep a social distance of at least 6 feet from them as you wait.
- At the gate, the staff person will ask you screening questions and take your temperature.
- Only one adult will be admitted into the building to pick up the student.
- All persons (including children 3 years and over) must be masked when entering the building.
- Please use hand sanitizer as you enter.
- You will sign your child out at their classroom.
- Please pick up your student as quickly as possible, keeping social distance from others, and not lingering in hallways or other areas, including outside on the church lawns.
- Follow signs and directions from staff and teachers to efficiently move through your student's classroom "enter" and "exit" doors.
- To exit, you will follow the signs down the short flight of stairs out the west wing of the preschool hallway, and exit to the alleyway that leads to High Street (be careful to watch for any traffic in the alley).

Hedgehogs/Chipmunks

- Please approach the church building from the east on Arizona.
- Immediately after the intersection, pull to the curb in front of the church lawn for pick up.
- Do not park or get out of your car.
- A staff person will come to you with the sign out sheet and your student.
- Allow the staff to help your student into the car (arrange so that they can enter through the passenger side).
- Keep the process brief, and remember to make arrangements to speak with your student's teachers at another time.
- Carefully navigate out of the pick-up lane to create room for others to pick up their children.

Foxes/Owls

- Please approach the church building north on Race Street.
- As you approach the east side of the church building, pull to the curb for pick up.
- Do not park or get out of your car.
- A staff person will come to you with the sign out sheet and your student.
- Allow the staff to help your student into the car (arrange so that they can enter through the passenger side).
- Keep the process brief, and remember to make arrangements to speak with your student's teachers at another time.
- Carefully navigate out of the pick-up lane to create room for others to pick up their children.

After Care (2:50-4pm)

- If your child is preregistered for After Care, no matter what class, please proceed to the main double glass doors off the church parking lot.
- A table will be staffed with screening personnel. If people are already at the screening table, please keep a social distance of at least 6 feet from others as you wait.
- At the table, the staff person will ask you screening questions and take your temperature.
- Only one adult will be admitted into the building with the student.
- All persons (including children 3 years and over) must be masked when entering the building.
- Please use hand sanitizer as you enter.
- Please pick up your student as quickly as possible, keeping social distance from others, and not lingering in hallways or other areas, including outside on the church lawns.
- Please exit either the main double doors (Bunnies, Butterflies, Dragonflies, Hedgehogs, Chipmunks) or through the courtyard doors at the top of the stairs (Foxes and Owls).