

THINGS YOU SHOULD KNOW

Drop Off & Pick Up Procedures

Drop Off

- Enter the southeast doors (Kid Zone/Gymnasium Entrance)
- Sign your child in at the registration table
- Accompany your child to his/her class
 - Toddler (Bear) classes will wash their hands in their classrooms.
 - 3 year olds through Pre-K (Cheetah) teachers ask that parents have their child(ren) use the restroom and wash their hands in the restrooms at the end of the Early Learning Village hallway prior to entering the classroom.

Pick Up

- Go directly to your child's class for pick up
- Present your family tag to the teacher
- The teacher will sign your child out

Special Pick Up Procedure

- If someone else will be picking up your child:
 - Notify the Director, Jean Earhart, during drop off*
**If this is determined after drop off time, call 847.244.6606, x206 and leave a message. Include your name, child's name, name of person authorized to pick up and phone number where you can be reached.*
 - The person picking up your child must be listed on your registration form as authorized to pick up
 - If the person picking up your child does not have the family tag and has never met the Director, he/she will be required to show a picture ID and a copy of the ID will be made

Parking

- Park in the parking lots only
- For safety reasons, please **DO NOT park along the sides of the building**

These procedures are for the safety of all, and we sincerely appreciate your cooperation in following them.