

Red Cheetah and Purple, Orange, and Blue Bear Rooms Drop off and Pick-Up Procedures

Updated August 2020

Early Learning Village (ELV) seeks to provide a safe environment at all times, and especially during the COVID-19 pandemic. Our updated drop-off and pick-up procedures are designed to minimize contact with other classes within the program, maintain smaller numbers of people on both sides of the building, and encourage safe distancing measures amongst our families. We also ask that you stay in your cars until the stated drop-off and pick-up times, to minimize congregating in the entrances.

PLEASE NOTE THAT DROP OFF WILL BEGIN AT 8:55AM

Drop-Off Procedures

- Families should enter through the **Gymnasium/Kid Zone Entrance** (by the fish tank)
- If you have a child in the Green or Yellow Cheetah classroom, stop at the fish tank desk before dropping off your younger child, and a staff member will take your Cheetah to his/her classroom before you take your younger child to his/her classroom
- Families should go directly to their classroom, where a teacher will:
 - Take the student's temperature
 - Give you the pickup tag for your child
- Only 1 family at the classroom counter area at a time
- Please maintain appropriate distance from other families while waiting to drop off your child
- Families will exit through the door marked **EXIT**

Pick-Up Procedures (pick-up begins at 11:30am)

- Enter the same way you came in at morning drop-off
- Go directly to your child's classroom and present your pickup tag
- Only 1 family at the classroom counter area at a time
- Please maintain appropriate distance from other families while waiting to pick up your child
- Exit through the door marked **EXIT**
- If you have a student in the Green or Yellow Cheetah rooms, stop at the fish tank desk, and a staff member will bring your older child to you

Notes:

- **All people entering the building should wear a face covering**
- **Please maintain appropriate social distance at all times**
- **Please do not congregate in the hallways or common areas. We encourage you to visit with others outdoors**