

## Yellow and Green Cheetah Drop-Off and Pick-Up Procedures

Updated July 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 in different areas of the building, and encourage safe distancing measures amongst our families.

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

### Drop-Off Procedures

- Yellow and Green Cheetah families will enter through the **Main South Entrance** (Auditorium) and follow the signs downstairs.
- Follow the signs through the hallway to the Cheetah classrooms.
- Stop at the table, where a staff member will:
  - Take your child's temperature
  - Give you your child's tag and the matching pick-up tag
  - Take your child to his or her classroom
- Exit to your left, up the stairs to the main entryway, and to the parking lot.

### Pick-Up Procedures

- Enter the same way you came in at morning drop-off.
- Present your pick-up tag to the staff member at the table.
- Your child will be brought to you by a staff member.
- Exit up the stairs to the main entryway, and to the parking lot.

### A Few Notes:

- Any family who might find navigating steps difficult (for any reason) should contact Amy Struck ([amy.struck@vcgurnee.org](mailto:amy.struck@vcgurnee.org)) to discuss an alternative drop-off and pick-up plan.
- Any family who has a sibling in the Red Cheetah or Bears rooms should drop-off at the **Gymnasium/Kid Zone Entrance** (by fish tank) and follow the procedures for the Red Cheetahs and Bears Classrooms.
- **All people entering the building should wear a face mask/covering.**
- **Please maintain an appropriate social distance at all times.**