

## **DROP OFF AND PICK UP PROCEDURES FOREST PATH ACADEMY 2022-2023**

To ensure the safety of all students, parents should NOT come in the building but instead should use the drive up line to pick up and drop off children. This allows us to start class promptly without interruptions and prevents unauthorized people from entering the building. In the past it could become very chaotic in the morning due to the number of adults coming inside, so we implemented this policy for the safety of the children.

**Students may not arrive early** as there is not supervision for them at that time. Teachers use the time before class to prep for the day.

**THE BUILDING WILL BE LOCKED UNTIL 8:55 and children will not be let in before that time. A teacher will open the door when it is time to allow students inside. Please watch from your car and remain in line.**

### **ABOUT THE PARKING LOT**

We have a large circular drive way and limited parking. Tues/Thurs most of the parking is full with the teachers. We ask that all parents use the drive up line as described below instead of parking at drop off and pick up times. If you park, it blocks the turn around lane and slows the process tremendously.

### **PICK UP TIMES**

**TUES/THURS: Class Ends at 3:45. Pick up begins at 3:45-3:50.**

**MON/WED: Pick up is between 1:45 and 2:00 pm.**

Our drive through line moves very fast. You do not need to worry about arriving super early. We are always through in 10-15 minutes.

### **DROP OFF**

Please drive up on the right hand side of the road. Pull all the way up to the orange cone, there should be able to be 3 or 4 cars in front of the paved area in the front of the building. Wait in your car until you see a teacher open the front door of the building around 8:55 am. This will let you know the building is open so students can be let out. A second teacher will be stationed out by the cars to open doors for younger students. We will NOT be doing temperature checks this year, so your older students can open the doors and come on up to the door and do not have to wait for a teacher to open their car door. Parents should NOT get out of their car or walk up to the door. Please only let students out once you have reached the paved area and not before that point, so children aren't walking around cars. **Do not drive around cars to leave, please remain in the line single file as it exits the circle.**

### **PICK UP**

At pick up time, parents should drive up to the designated child pick up spots. Please pull ALL THE WAY UP so we can do 3 cars at a time. Please do NOT PARK or get out of your car. We will bring your child out to your car, open the door, and help them inside. You only need to get out if your child needs to be fastened in a car seat. A teacher will walk along the line to get the names of the children in order, which we text to the teachers inside the building so the students can be lined up and ready when you get to the front.

### **PASSING AND PARKING**

Please **DO NOT** pass cars on the left to park, and **DO NOT** pass on the left after you have let your child out. Wait for the line to move. If you need to park please stay in the drive in line until the front and park directly in front of the building so children do not have to cross traffic. If you arrive early in the morning before doors are opened you may see teachers passing on the left to get to their parking spots.

### **IF YOUR CHILD IS LATE**

We lock the door around 9:10. If you are late, please TEXT Sarah at 281-992-4242 or Carla at 713-824-7883 and we will let you in.

### **IF YOU NEED TO SPEAK TO YOUR TEACHER**

If you have a question about your child's work or a billing questions and need to speak to Sarah, you MUST call or text to schedule a time to come in. Parent meetings are available almost every day and even on weekends and we will schedule a time to talk with you right away. We have after school classes and aren't usually available after school unless it has been arranged previously.

Thank you for your help in making our pick up times run smoothly!

*Updated Aug 21 2022*