

## Drop Off and Pick Up Guidelines

by St. Thomas Early Learning Center

Drop off and pick up are the busiest times on campus. Please help ensure that our children are safe and traffic flows smoothly.

### **PARKING LOT**

Please **enter** the main parking lot using Aberdeen Place. You may **exit** the parking lot via Newton Road, Aberdeen Place, or you may exit to George Bush Drive via Newton Road between Hillel and Canterbury.

**All parking lot edges and curbs are fire lanes and must be kept clear. Cars must not park, even briefly, in the fire lanes.**

### **CELL PHONE USE**

**Like all school zones, cell phone use is not allowed while driving in our parking lot.**

We strongly believe that your children deserve your full attention as you say goodbye in the morning and greet them at the end of their school day. Therefore, we also ask that you not use your cell phone any time you are on campus, in the classrooms or on the playground.

### **DROP OFF**

Please *park* in a parking spot in the direction of traffic flow to avoid the need to back up when leaving. Walk your child to their designated class gate, where they will be welcomed and escorted to their classroom by a STELC staff member. Please do not leave siblings unattended in your vehicle.

*After 8:45 a.m. all children must check in at the STELC office.* Please park in the gravel lot nearest the STELC office. A designated STELC staff member will walk your child to their classroom. Please do not leave siblings unattended in your vehicle.

*We can accommodate a limited number of children during Early Drop Off beginning at 7:45 a.m. at the STELC Office. Please, contact the office if you will need care for your child in order to get to work.*

### **PICK UP**

- **3K TTH, 3K MWF, 3K M-F, and 4K TWTH will be picked up at the Oxley Gate.**
- **Kindergarten and Extended Care students will be picked up at the Welcome Pavilion.**
- **4K TH & M-F students will be picked up at The Grove gate.**
- **4K MWF & M-F students will be picked up at The Handprint Meadow gate, between the Ross building and the STELC Office.**

Park in the lot and wait outside the gate until a staff member releases your child to you.

Please confirm with your child's teacher of the pickup gate, as it may change through the school year.

**Please be prompt at pick up time. A late fee will be assessed at the third late pick up.**

Parking lot traffic flow:

