



Drop Off & Pick Up Procedures: carpool lane & walk-in

Designed for the safety of our children and staff with the help of Dan Gelfand, Aleph Preschool parent and Beth El Security Committee member, and Yoni Bundt, security liaison for Aleph Preschool and Beth El Synagogue.

We are fortunate to have a carpool lane in place for parents to drop off and pick up their children. It is a luxury most schools do not offer! As always, parents are welcome to come inside to drop off or pick up their children from their classrooms. Regardless of how your child will be arriving at school, please ensure you, and any other authorized adults, are familiar with the following procedures.

Drop-Off Procedure (on foot or having parked your car): You must enter through the main doors (26th street entrance). To gain entry into the building you will either scan your Aleph Preschool ID badge or use the intercom to be buzzed in by a staff member. If you have been buzzed in (and do not have a badge), be prepared to show a piece of photo ID to the receptionist in order to get a temporary visitor sticker. You can then bring your child to the appropriate room (see below). Please exit the building through this same main door.

Pick-Up Procedure (on foot or having parked your car): Enter the building through the main door (you will need your Aleph Preschool ID or get a sticker using other form of ID) and walk to the rear of the chapel. Please identify yourself to a teacher so your identity can be confirmed and your child can be checked out. You should also exit from the main door. This process also applies if you are picking up your child from his/her classroom anytime during the day.

Drop-Off Procedure (in a car): Cars dropping children off in the mornings should drive into the circular driveway. Please wait until you are the first, second or third car in the line before helping your child exit the car. A staff member will be waiting outside the chapel doors to help your child go inside the building. The doors will remain closed and be opened to allow each child/group of children inside. The children will be escorted by teachers back to their classrooms.

Pick-Up Procedure (in a car): All children will be brought from their classroom teachers to the Chapel which is a safe gathering area. Cars should enter into the circular driveway, where a teacher will identify the driver. They will use a walkie-talkie to communicate for the appropriate children to be brought to the chapel door. A staff member will bring the children to the car. Please only get out of your car if you are the first, second or third car in line. Until then, remain in your vehicle so you can advance your car when appropriate and keep the traffic flowing smoothly.

Drop-Off Times (all on foot aside from Carpool)

Breakfast - All Children

7:30am-8:00am (Room 6)

Early Play Time - Rolling & Young Toddlers

8:00am-8:30am (Room 4)

8:30am-9:00am (Rolling & Young Toddlers are in their own classrooms. Older
Toddlers are in room 4/5)

Early Play Time - Preschool, Pre-K

8:30am-9:00am (Gym)

Carpool Lane Drop-Off

9:05am-9:20am

Pick-Up Times

Midday: 12:40pm-12:55pm

Afternoon: 3:15pm-3:30pm

End of Day: 5:15pm-5:30pm

*You can pick up your child from his/her classroom at any time. Please identify yourself to a teacher so your identity can be confirmed and your child can be checked out.

Late Pick-Up

Should you arrive after your child's designated pick up time, a late fee of \$1.00 per child per minute will be charged to your account.

**Thank you in advance for working with us to ensure
the continued safety of our precious children and staff.**