

# SCA Preschool Dismissal Procedures

## **11:30 Dismissal, MWF:**

Children will be dismissed at Door #2, in the front parking lot, at the **front main entrance**, starting at 11:20am and ending at 11:30am. Vehicles will pull into the pick-up lane, facing athletic fields, at Door #2, up to the two sidewalk light posts. Children will be dismissed to their vehicle by staff.

## **12:15 Dismissal, T/TH:**

Children will be dismissed at Door #2, in the front parking lot, at the **front main entrance**, starting at 12:05pm and ending at 12:15pm. Vehicles will pull into the pick-up lane, facing athletic fields, at Door #2, up to the two sidewalk light posts. Children will be dismissed to their vehicle by staff.

## **Procedures For Morning Session Dismissals:**

- Two pick-up cards will be issued per family, any additional/replacement cards will incur a charge.
- Families will attach their SCAP-issued child pick-up card to the passenger side visor. Dropping down the visor will display the pick-up card clearly through the windshield.
- Families will remain in their vehicles until the dismissal point is reached.
- If someone on the parent-approved pick-up list does not have the SCAP issued child pick-up card, they must provide their photo-identification for child release.
- We recommend placing the child safety seat on the rear passenger side.
- Maintain the 10mph speed limit in the parking lot at all times, remain in line, and exit around the perimeter of the parking lot.

For your child's safety and security, it is crucial that the door dismissal procedures be followed. We will quickly and efficiently dismiss each child to their vehicle as the vehicles move into the next dismissal position.

If there is a reason that you need to pick up your child early, please arrive before 11:00am on Monday, Wednesday, or Friday, or before 11:45am on Tuesday or Thursday, and come to door #9 in the rear parking lot for early dismissal.

In the event of a funeral at our facility that requires shifting dismissal to door # 9, parents may be notified by signage at drop off, text alert, and/or email. For door # 9 dismissal, enter the front parking lot, drive around the perimeter on the left to the back of the building, and line up along the grass and sidewalk area near door # 9. Students will be dismissed to you as per our normal procedure.

## **Prompt Pick-Up:**

For your child's comfort level, please be prompt at dismissal times. Additionally, our teachers have next assignments after dismissal, and timely pick-up is much appreciated. We genuinely want you to keep more of your hard-earned dollars by avoiding late pick-up fees! (Morning late fee - \$2/5 mins.)

## **Important Safety Reminders:**

Vehicles may never be left unattended in the curbside lane. The only time vehicles may be in the curbside lane is during designated morning session dismissals. All vehicles must be parked in a designated parking space before entering the building.

## **3:30 and 5:00 Dismissal:**

Park in the back parking lot and buzz the intercom button to the right of door 9 for entrance to pick up your student. (3:30 late fee - \$2/5 mins.; 5:00 late fee - \$1/per minute)

*From 7:15am-5:00pm SCAP will be in lockdown and will be accessible only through door #9 in the rear parking lot.*