



Bolingbrook Park District Preschool Drop-off and Pick-up Procedures

Arrival - Each site will hold curbside drop-off beginning 5 minutes before class begins.

Preschool hours are 9:05-11:35 am for our regular 3-year-old, 4-year-old, and Pre-K classes. The Soon 2B3 program runs from 9:35-11:35 am. It is *imperative* that your child arrives to school on time. Being on time shows your child that school is important in their life and is important to you as their parent.

Departure - Each site will hold curbside pick-up when class ends.

It is important to pick your child up from preschool on time. Children are more secure when they are certain mom or dad will be there to pick them up. Parents will not be able to walk up to the classroom to pick up their children. The park district does have a late pick-up policy in which the parent will receive a warning for their first late incident and then be charged \$1 per minute for each subsequent occurrence.

For the safety of the children, parents are required to sign their child out of preschool each day. We be verifying the person picking up with a photo ID and staff printing the name of the person picking up, so there is no sharing of pens. Children will be released only to those adults specified on ePact. If someone who is not listed on ePact will be picking your child up, you must add the person to ePact before the school day starts. Persons listed on ePact as an approved adult must be at least 16 years of age and must include the parents.

Curbside Drop-off Procedures

- Curbside drop-off begins 5 minutes before class start time.
- Cars should pull up to the cones at the designated area (see below for site information).
- Cars will unload 2 at a time.
- Once your car is at the front of the line (by one of the cones) a staff member will ask you “wellness check” questions pertaining to COVID-19.
- Once cleared by staff, parents get out of the car, unbuckle their child from their car seat and say a quick goodbye.
- Your child will be escorted to the classroom by our staff.

Curbside Pick-up Procedures

- Curbside pick-up begins at 11:35 am.
- Please print your child’s name on a piece of paper and affix to the windshield of the passenger side to make it easier for staff to identify what child is being picked-up.
- At the class ending time staff will bring students to the drop-off/pick-up area.
- Once your car is at the front of the line, cars should pull up to the cones at the designated area (see below for site information).
- Only 2 cars at a time, parents will exit the car and verify their identity by showing staff a Photo ID to pick up their children.
- Parents will buckle their children in their car seats, then proceed home.
- Due to time constraints, parents should call or email with questions
- Children will be released only to those adults specified on the ePact Pick-Up List.

Locations

- **Annerino Community Center** - drop-off and pick-up will be located at the south entrance (door #4) by the overhang.
- **Bolingbrook Recreation and Aquatics Complex** - drop-off and pick-up will be at the pavilion outside the preschool rooms at the north end of the building.
- **Hidden Oaks** – drop-off and pick-up will be on the circle at the end of the drive by the entrance to the facility.