



Abiding Savior Lutheran Preschool Drop Off and Pick Up Procedures



Daily Check-In:

1. A staff member will be there to greet you at your vehicle. **Please stay in your vehicle** until a staff member comes to your vehicle for temperature check and ProCare PIN.
2. A temperature check and a few health screening questions will be done (cough, fever, signs of not feeling well). The cut off temperature is 100.4. Children brought to school with signs or symptoms of illness will not be admitted. **Please do not give your child fever reducing medication before sending them to school.**
3. Give staff your child's Procare Pin for sign-in by tablet (*you will receive an invitation from ProCare which will include a 4-digit code to be used for your child's sign-in and sign-out security each day*).
4. Your child may exit the vehicle and sanitize hands.
5. Your child's teacher or teacher's assistant will escort your child to the classroom (Parents are asked to remain outside the building unless the child needs extra reassurance. Parents entering the building will have temperatures taken, sanitize hands, and are asked to remain masked).
6. Please wear a mask at drop off and pick up.

Walk-Up Daily Check-In:

For those families who would like to park and get out of their vehicle, there will be a walk-up daily check-in located in one of the handicap parking spaces in front of Building 3.

1. Please stay in your vehicle until a staff member signals you to approach the walk-up check-in.
2. Your child's temperature will be taken, hands sanitized, and give your Procare PIN.
3. You may walk your child to Building 2 or 3.
4. Your child's teacher or teacher's assistant will escort your child to the classroom.

12:00, 1:00, or 3:00 Daily Check-Out:

1. Drive to building 2 or 3 for check-out.
2. **Please stay in your vehicle** until it is your turn to pick up your child at the door.
3. Give staff your name and your child's ProCare PIN for sign-out.
4. Staff will escort your child to your vehicle.

After 3:00 Daily Check-out

1. Ring the doorbell and use the walkie talkie at Building 2 or 3.
2. Give staff your name and your child's ProCare PIN for sign-out.
3. Staff will escort your child to the door.

Please note the first week of preschool we will allow parents to walk children to their classroom if needed. After the first week, we respectfully ask for you to say goodbye outside the building. If there are extenuating circumstances, we will address those on a case by case basis. Thank you for your cooperation as we strive to keep everyone healthy and safe.

