

Drive Thru Procedures

You have been issued your drop off/pick up number. When you participate in the drive thru. Please attach the card to the visor on the passenger side of the car. Simply flip the visor down so that the staff can clearly see the number.

Guidelines for Drop Off

1. Pull up to the end of the playground fence. Put your car in park.
2. **STAY IN THE CAR.** A staff person will help your child to exit your car.
3. **No cell phone usage in the drive thru. This is considered school zone.**

Guidelines for Pick Up-

1. Pull up to the end of the playground fence. Put your car in park.
2. A teacher will bring your child to your car.
3. **You will place your child in the car seat and fasten them in.**
4. **No cell phone usage in the drive thru. This is considered school zone.**

Rules for Driveway Safety

1. Please do not block the sidewalk so pedestrians can cross. Make sure the entire length of your car can fit past the sidewalk when pulling in.

Child Safety Restraints

1. Every child must be in the child safety restraint before the car moves forward.
2. While waiting in the drive thru your child must remain buckled.
3. If you are transporting a child other than your own for any reason, all of the above guidelines apply.

Guidelines for Walk in Drop Off/Pick Up

1. Sign your child in/out on the sign in/out sheet at the top of the stairs.
2. Use the south entrance of the church.
3. Pick your child up at 11:25.
4. Teachers will dismiss each child to the child's approved pick-up person.
5. **Parents should be walking with child in hand while exiting the preschool.**

Illinois Car Seat Law

Illinois law requires that all children under the age of eight being transported in a motor vehicle must be properly restrained in an appropriate child restraint system, **EVERY TRIP, EVERY TIME! Choose The Right Seat**

Rear Facing {Birth to 3 Years}

Illinois Child passenger Safety Protection Act requires children ride rear-facing car seat until the age of two. However, it is recommended that they stay rear-facing as long as possible. The exact height, weight, and age limits can be located on labels on the side, back, or bottom of your car seat or in the car seat manual.

- Harness straps should be snug at or below the child's shoulders. Harness straps should lie flat, not twisted.
- The chest clip should be at the armpit level.
- NEVER place a rear-facing car seat in the front vehicle seat if there is an active frontal airbag.
- The car seat is buckled in tight enough when the car seat does not move more than one inch at the belt path.

Forward Facing - (2 Years to 7 Years)

Children should ride forward-facing using a five-point harness until reaching the maximum height, weight, or age limit of the car seat.

- Harness straps should be snug and at or above the child's shoulders.
- The chest clip should be at armpit level.
- A tether is recommended to be used at all times.
- The car seat is buckled in tight enough when the car seat does not move more than one inch at the belt path.

Boosters - (4 Years to 12 Years)

A booster seat raises and positions a child so the vehicle's lap-shoulder belt fits properly.

- The lap belt must lie snugly across the hips and upper thighs, not the stomach.
- The shoulder belt guide should be at or just above the shoulder.
- The shoulder belt should lie snugly across the shoulder and chest and not across the neck or face.
- The shoulder belt should never be placed under the arm or behind the back.
- Top of the child's ears should not be above the top of the booster seat.
- Booster seats should NEVER be used with lap only belts.