Beth El Early Learning Center
Drop Off/Pick Up Procedures
2022-2023

Effective August 11, 2022

Please note that during our staggered start days, August 8, 9, and 10 we will only have classroom drop-off and pick-up available for all students.

Important Guidelines:

- **Parents must utilize the carline during the times that their child's age group is assigned.** Classroom drop-off/pick-up is not available during these times.
- Parents with more than one student in our school should refer to our sibling drop-off/pick-up procedures below.
- Parents or other designated persons who are self-quarantining due to being COVID-19 positive should not do drop off or pick up.

7:30-8:40AM – Early Care Drop Off – In classrooms only – no carline drop-off option available

- Parents will use their badges to scan into our security system (SPLAN) at the Welcome Center desk and proceed to their child's classroom.
- The Brightwheel QR code will be posted outside individual classroom doors for parents to scan and complete the check-in process including the Health Screening questions.
- Classroom teachers will confirm children are completely checked in on Brightwheel prior to the parent leaving.
- Parents of infants may use strollers/car seats and store them in the stroller parking area during the day. All strollers should be clearly labeled with the child's name.

8:45-9:15AM – Carline open for 3 and 4-year old student – drop off only

- We will utilize the first two driving lanes for morning carline. Parents should remain with their car at all times.
- A QR code will be available on carline for parents to scan and check in while in their vehicle. All parents will need to complete our Health Screening questionnaire daily.
- Parents must remain alert and follow the directions of our security officers while they pull their cars up in line. Pedestrians will be crossing at the crosswalk as they walk their children into the building.
- For everyone's safety, **children must remain buckled in their car seats** until they are ready to unload.
- Parents should unload their child and say their goodbyes while an Admin Team Member confirms that the child has been checked in and welcomed by a staff member before getting into their vehicle and pulling away.

8:55-9:15AM – Classroom drop off for all Childcare, Turning Twos, and two-year old students

- Parents walking students in must use the Welcome Center Lobby –please do not go through the Kehillah Center Lobby
- Parents will use their badges to scan into our security system (SPLAN) at the Welcome Center desk and proceed to their child's classroom.
- The Brightwheel QR code will be posted outside individual classroom doors for parents to scan and complete the check-in process including the Health Screening questions.
- Classroom teachers will confirm children are completely checked in on Brightwheel prior to the parent leaving.

1:00PM and 3:00PM Dismissal for Students

- **Carline only will be used for all 2-year-old classes.** Carline will begin at 1:00PM/3:00PM respectively and will continue until all students are dismissed.
    - Only 1 driving lane will be utilized.
    - Please remain alert. A security officer will be present at the crosswalk monitoring traffic for pedestrians coming into the building for pick-up.
    - An Admin Team Member will present the QR code for parents to check their child out on Brightwheel.
    - Parents are responsible for buckling children into car seats.
- **Classroom pick up only for all Turning Twos, 3 and 4-year old students** beginning at 1:00PM/3:00PM respectively.
    - Parents scan their badges into the SPLAN security system upon arrival.
    - Parents should use the Brightwheel QR code posted on the classroom doors to check their child out from school. **Students must be checked out prior to leaving school.** If the individual picking up does not have access to Brightwheel, they must fill out and sign a paper check out form.
    - Teachers will confirm that students have been checked out.
- **Childcare students must be picked up from classrooms.**
- Any parent arriving late for dismissal will be charged a $1.00/minute late fee as stated in our parent handbook.

3:15-5:40PM Dismissal for full time students – All students must be picked up from classrooms

- Parents scan into the SPLAN security system upon arrival.
- Parents should use the Brightwheel QR code posted on the classroom doors to check their child out from school.
- Teachers must confirm that students have been checked out.

5:40-6:00PM – Carline dismissal only for full time students – no classroom pick up is available at this time.

- Only 1 driving lane will be utilized.
- Please remain alert. A security officer will be present at the crosswalk monitoring traffic for

pedestrians coming into the building for pick-up.
- A staff member will present the QR code for parents to check their child out on Brightwheel.
- Parents are responsible for buckling children into car seats.
- It is strongly preferred that parents of infants utilizing this late day carpool pick up not leave their strollers at school during the day. Any strollers left will be brought outside for parents to collect when they pick up their child. No staff member should ever buckle an infant into their car seat.
- Any parent arriving late for dismissal will be charged a $1.00/minute late fee as stated in our parent handbook.

Siblings

- Full time siblings should be dropped off and picked up at their classrooms unless parents utilize the late day carpool option.
- **8:45-9:15AM Drop Off** – 3 and 4-year old siblings may be dropped off with their classmates in front of the interior lobby doors if walking a Childcare, Turning Twos, or 2-year old sibling to class. An Admin Team Member will be stationed there to make sure your child is checked in and then bring them to join their classmates and teachers inside the Kehillah Center. As the Kehillah Center is very busy in the morning, we kindly ask that parents say their goodbyes at the interior doors and let the Admin Team Member walk their child into the Kehillah Center.
- **1:00 and 3:00PM Dismissal** – Two-year old siblings may be picked up from the Kehillah Center Lobby on the way out of the building **AFTER picking up the Turning Twos, 3 or 4-year old sibling from their classroom**. This is to help prevent crowding in the Breezeway. An Admin Team Member will be stationed at the interior lobby doors to retrieve children and bring them to their parents. The Brightwheel QR code will be posted for parents to check their student out.