Beth El Early Learning Center
2026-2027 Drop Off/Pick Up Procedures

Effective August 12, 2026

Important Guidelines:

- When arriving at the Guard House to enter our parking lot, please have your purple security badge and ID ready to show the officer.
- All parent vehicles **must have a member decal on their cars**. If you need assistance with this, please contact Cindy Pellach at cpellach@tbeboca.org.
- To keep the flow of traffic moving, if you have any non-emergency security concerns, please email our Director of Operations, Rita Diamond at rdiamond@tbeboca.org. Please do not question the officer at the time of entry unless it is an emergency.
- 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.
- Our school utilizes the Brightwheel App for checking children in and out of school. All individuals that regularly drop off or pick up students **MUST** have the Brightwheel App downloaded on their phone.

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 at the Welcome Center desk and proceed to their child's classroom.
- Parents will scan the Brightwheel QR code posted outside their child's classroom door and complete the check-in process.
- **VPK Students must be checked in daily by the individual dropping them off to qualify for the VPK stipend.**
- 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.

8:45-9:10AM– Carline open for 3 and 4-years old students – drop off only *(Please note carline may end prior to 9:10AM if the steady flow of cars has ended)*

- We will utilize the first two driving lanes for morning carline. Parents should remain with their car at all times.
- **The inside lane is for PreK students only. The outside lane is for 3 years old students only.**
- A QR code will be available on carline for parents to scan and check in while in their vehicle.
- **VPK Students must be checked in daily by the individual dropping them off to qualify for the VPK stipend.**
- 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. Please be sure to leave cross walks clear.

- 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.
- **Carline will conclude at approximately 9:10am, once the steady flow of cars has ended.** If you arrive during this time and there is no staff member available to greet you, or if you are notified by our security team or administrative staff that carline has closed, please park your car and walk your child to their classroom. This simply means your child's class has already transitioned to the classroom, and staff are no longer available to accompany children in.

8:55-9:10AM – Classroom drop off for all Childcare, Turning Twos, and two-years-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 at the Welcome Center desk and proceed to their child's classroom.
- Parents will scan the Brightwheel QR code posted outside their child's classroom door and complete the check-in process.
- 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-years-old classes.** Carline will begin at 1:00PM/3:00PM respectively and will continue until all students are dismissed.
    - Only the inside 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.
    - Scan the QR code on the sign at the beginning of carline.
    - Parents are responsible for buckling children into car seats.
    - We ask that you arrive promptly in the carpool lane by 1:00PM/3:00PM. If there is an emergency and you are going to be late, please call the front desk at 561-391-9091 to let us know.
- **Classroom pick up only for all Turning Twos, 3 and 4-years-old students** beginning at 1:00PM/3:00PM respectively.
    - Parents scan their badges into the 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.**
    - **VPK Students must be checked in daily by the individual dropping them off to qualify for the VPK stipend.**
    - 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 their badge into the 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 the inside driving lane will be utilized.
- Please remain alert, especially when approaching the cross walks.
- A QR code will be available on carline for parents to scan and sign their child out from Brightwheel while in their vehicle.
- 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.
- Please note that our Religious School holds classes on Tuesday afternoon and evenings so late day carline may be more congested than other days. We ask for your patience as we get everyone in and out of the building safely.

Siblings

- Full time siblings should be dropped off and picked up at their classrooms unless parents utilize the late day carpool option.
- **8:45-9:10AM Drop Off** – 3- and 4-years-old siblings may be dropped off with their classmates in front of the interior lobby doors. Childcare, Turning Twos, or 2-years-old siblings will be walked to their class. An Admin Team Member will be stationed at the interior lobby doors to make sure your child is checked in and then bring them to join their classmates and teachers inside the Kehillah Center. *The Kehillah Center is very busy in the morning. For the students' safety, 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-years-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-years-old sibling from their classroom**. This is to help prevent crowding in the Breezeway. Parents can check their children out using either the Brightwheel QR code posted at the front desk or the code posted by the interior Lobby doors.