

**Babies - PreK Parent Drop-Off/Pick up at Classrooms**

**Drop Off**

* Adult Team Member greets families with a warm welcome at the door.
* Please do not allow the Parent to enter the classroom. We have to limit the number of people in the rooms to reduce exposure.
* Verify security tag and write complete information on the sign in clipboard.
* Receive child from the parents, along with only the necessary items *(bottle,*  *diaper, pacifier, one change of clothes)*
* Ask parents to take diaper bag, car seat, etc. with them.
* Parent will follow the one-way flow of traffic to return to the foyer for adult check in.
* Label child’s items and place in the storage cubbies.
* Wipe child’s hands with a hand sanitizing wipe and discard the wipe immediately.
* Wash your hands or use hand sanitizer.
* Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, runny nose, cough or extreme fussiness.

**Pick Up**

* Adult Team Member greets families at the door.
* Please do not allow the Parent to enter the classroom. We have to limit the number of people in the rooms to reduce exposure.
* Verify security tag on child matches Parent’s tag before allowing child to leave per usual procedures. Remove the security tag from the child.
* Gather child’s belongings, including crafts or activity page.
* Remove the security tag from the child.
* Give a positive update on the child, as well as any info for their next visit.
* Parent will follow the one-way flow of traffic to exit the building.
* Wash your hands or use hand sanitizer.