



ARRIVAL & DISMISSAL

DISCOVERY PRESCHOOL



MORNING DROP-OFF

DROP-OFF PROCESS

1

Walk student to back **Learning Lab**.



2

Sign book and say goodbye.



3

Students will put shoes in shoe bag/bin.



4

Students hang backpack.



5

Students **wash hands**.



6

High Five button.



7

Students complete **table activities** until whole group lesson.



ATTENDANCE



RUNNING LATE?

Please let us know if you will be later than **15 minutes** past start time.



ABSENCES

Please let us know if your child will be absent.



AFTERNOON PICK-UP

PICK-UP PROCESS

1

Text the pickup line:
904-844-8750



2

Arrive at the **garden gate**.



3

Once you text, a staff member **will** walk your child out to you.



Please wait until you are at the gate before texting. Your text lets us know you're ready for your child to be dismissed.



Rainy Day Pick-Up: In the event of rain parents will pick up under the awning at the front door.



Parents will not enter the building or garden for security purpose.



DISMISSAL & LATE PICK-UP



We will start dismissal at our end time.



Please arrive **5-10 minutes** prior to dismissal.



As staff has programs that run back to back late pickups are charged:

- \$25 for 0-10 mins
- \$30 for 10-20 mins