



Safe Arrival & Departure Plan

I. Arrival Procedures (Drop-Off)

- **Mandatory 9:00 AM Cut-off:** To ensure a focused learning environment and minimize classroom disruptions, all students must be dropped off by 9:00 AM.
- **Late Arrival Exceptions:** Arrival after 9:00 AM will only be permitted if:
 - Prior approval was granted by the Director at least 24 hours in advance.
 - A valid Doctor's Note is provided upon arrival.
- **Sign-In Requirement:** The escort (16 or older) must sign the child in using the official daily log, recording the exact time of arrival and providing a full signature.
- **Accompanied Entry:** All children must be escorted into the building by a parent or authorized adult. Children may never be dropped off at the curb or allowed to enter the building alone.
- **Staff Hand-Off:** A child is not considered "arrived" until they have been physically handed off to a staff member. Staff will conduct a brief daily health check before the parent departs.
- **Daily Communication:** Parents should use this time to briefly inform staff of any special instructions or changes in the child's routine for that day.

II. Departure Procedures (Pick-Up)

- **Authorized Release Only:** Children will only be released to individuals listed on the Authorized Pick-Up List provided in the enrollment packet.
- **Identity Verification:** Staff will require a government-issued photo ID from any individual they do not recognize, even if that person is on the authorized list.
- **Unscheduled Changes:** If someone not on the authorized list must pick up a child, the parent must provide written authorization (email or signed note) in advance. Phone authorizations are for emergencies only and must be verified by a return call to the parent.



- **Mandatory Sign-Out:** The adult picking up the child must clock out or sign the daily log, noting the time of departure.

III. Safety & Security Protocols

- **Building Access:** During arrival and departure windows, only the main entrance will be used for entry. All other exterior doors will always remain locked.
- **Parking Lot Safety:** Parents are required to hold their child's hand at all times when walking to and from vehicles.
- **Cell Phone Free Zone:** To ensure full supervision of children during transitions, we request that parents refrain from using cell phones during drop-off and pick-up.
- **Attendance Reconciliation:** At the end of the arrival window, teachers will reconcile the sign-in logs with the physical headcount in the classroom to ensure 100% accountability.

IV. Emergency "Safe Arrival" Policy

If a student who is scheduled to attend has not arrived within 30 minutes of the start of the program without prior notification from the parent, school administration will initiate a wellness call to the primary guardian to confirm the child's safety and whereabouts.

V. Late Pick-Up Policy

To maintain required staff-to-child ratios and respect our teachers' schedules, the following policy applies to all late departures:

- **Late Window:** A grace period of 5 minutes is allowed. After 5 minutes, a late fee will be assessed.
- **Late Pick-Up Policy:** A late fee of \$10.00 is assessed after the first five minutes (starting at 5:35pm). Thereafter, a fee of \$1.00 per minute, per child, will accrue. All late fees are due at the time of pick-up via Cash. **Emergency Contact:** If a child is not picked up within 15 minutes of closing and the school has not been notified, staff will begin calling all emergency contacts on file. the late fee will continue to accrue.
- **Excessive Lateness:** Three or more late pick-ups within a single semester may result in a mandatory conference with the Director or termination of enrollment.



VI. Inclement Weather Procedures

During heavy rain, extreme heat, or hazardous weather, the following "Safe Zone" procedures apply:

- **Active Drop-Off/Pick-Up:** Staff will be stationed at the Main Entry Vestibule to receive or release children. Parents should remain in a single-file vehicle line (if a car line is active) or utilize the designated covered walkway.
- **Restricted Lobby Access:** To prevent overcrowding and wet floors (slip hazards), we may limit the number of parents in the lobby at one time.
- **Communication:** In the event of school closures or delayed starts due to snow/ice, notifications will be sent via communication app, email, or phone call no later than 6:30 AM. We generally follow the Gaston County School District schedule for weather-related closings.

VII. Parent Acknowledgment

I have read and agree to abide by the Safe Arrival & Departure Plan, including the Late Pick-Up Fee and Inclement Weather protocols.

Parent/Guardian Signature: _____ Date: _____