



MESSIAH

LUTHERAN SCHOOL

Messiah Early Childhood Drop-Off and Pick-Up Plan

For Early Preschool, Preschool, and Pre-Kindergarten students only



Brightwheel Application

Parents will use the brightwheel app for communication, reminders, and photo sharing. Parents will have received a personalized invitation via email. Returning families will be familiar with Brightwheel from last year, but this year the teachers will be checking students in as they arrive at school. Currently, Brightwheel is used for school day communication and not Extended Care.

Morning Drop-Off

Parents will park in the Early Childhood Lot. Students will be accompanied by parents into the building.

- Before care is available starting at 7:00am. The entrance for before care is on the lower level at the back of our building. Please use the Preschool driveway behind the school to reach these doors.
- Students attending our before care program will be brought to their classroom by a Messiah staff member by 8:10am.
- All other families may park in the lot by the main preschool entrance and escort your child to the classroom door beginning at 8:10.
- Please time your arrival between our drop-off window of 8:10-8:25. If you anticipate your child may experience separation anxiety, it is helpful to time your arrival closer to 8:25 when most students will have already arrived.
- Older siblings of preschool children may also walk in to the Early Childhood entrance during this time and go directly to their classrooms.
- Preschool children should be escorted by an adult into the classroom to ensure the safety of each child.

- Should your child need to arrive outside of the morning drop-off time, parents may press the call box outside of the main preschool entrance and a staff member will assist you.

11:30 Pick-Up

Students who depart at 11:30 will meet at the preschool entrance.

- Parents should plan their arrival as close to 11:30 as possible.
- Parents should get out of their car and proceed to the entrance.
- A classroom staff member will walk your child to you for dismissal.

Afternoon Pick Up

Students not attending after school extended care, will be picked up from the classroom beginning at 2:40.

- Parents may begin arriving at 2:40-2:50 to pick up their early childhood student.
- Parents should bring their car/family tag to be quickly identified as an approved pick-up person.
- At 2:55, any early childhood student who has not been picked up will be taken to extended care.
- Parents of siblings in both early childhood and K-8 should plan to pick up their early childhood student *first* and then proceed safely to the K-8 lot to pick up older students.

I'm excited to work with your family this year and am happy to assist you in any way!

Rise Up,

Sarah Kelly