



Drop Off Procedures

- Drivers will enter the parking lot, remain in the flow of traffic, and drop off near or in front of door 3. Drivers may exit the vehicle to assist the student from the vehicle and engage in a goodbye routine prior to sending the child to the building.
- A Washington School of Early Learning staff member will be present at the door to greet your child. Within the building, there will be many helpful staff to make sure your child gets to the classroom safely.

Pick Up Procedures

- Drivers will enter the parking lot and remain in the flow of traffic. Drivers picking up students at Washington School of Early Learning will need the transportation name card of the student displayed in the front window of the vehicle to be seen by Washington Staff, a driver's license or photo ID, and be pre-approved by the parent or guardian to pick up the child.
- Upon entering the parking lot, a Washington School staff member will read the transportation name tag, check the driver's photo ID and the list of approved persons to pick up the child. When all three are a match, the child is called from the classroom and escorted to the vehicle by a Washington staff member.
 - If a driver does not have a photo ID, the child will not be dismissed to the person. If a driver is not on the approved persons for pick up, the driver will be asked to park in the lot and report to the office for further follow up.



