

# CHRIST CHURCH CHILDREN'S CENTER

## *SAFETY GUIDELINES FOR USE OF DRIVE-THROUGH*

***Drive through is only an option for those who can follow the "Safety Guidelines." Walk-in drop-off is always an option for families that have multiple children to drop-off, or an early morning appointment to keep.***

- Parents enter drive through at the entrance to the cemetery in the rear of Christ Church off of School St. and proceed slowly (5 m.p.h.) up the driveway to the school's rear entrance. Andover Police have requested that you approach the driveway from the Railroad Station end of School St. ***No one should enter the driveway by making a right hand turn.***
- Drop off for all families using drive through is from 9:00 to 9:15 AM. Pick-up for all families using drive-through is from 12:00 to 12:15 PM.
- At drop off time, Pre-K (Rooms 24 & 25) will be met by their teachers either at the back door or at the entrance to the playground. Please wait at the back door for a teacher to let you know where to go. Preschool (Rooms 109 & 113) will be met at the back door by their teachers. One teacher will greet families at the door and take the children out of their seat belts or car seats and bring them in to the stairway area where they will be supervised by the other classroom teacher.
- At pick up time, parents of Pre-K (Rooms 24 & 25) will pick up children at the back door while parents of Preschool (Rooms 109 & 113) will pick up children either at the back door or at the entrance to the playground if the children are outdoors. Please wait by the back door until a teacher indicates where you should go.
- ***Pick up for children attending Full-Day Pre-K and the Afternoon Enrichment Program is at 1:45 PM.***
- Please use car seats and seat belts at all times. The back seat is the safest location for your child.
- If you arrive after your child's teachers have left the drop off area, you should drive around, park and walk your child into the classroom.
- Signs will be provided with your child's name on it. Please keep this sign in the right front corner of your windshield or hang it from your rear view mirror all year to help teachers identify your car and facilitate the drive through process.
- You must maintain the speed limit of 5 m.p.h. **even after** you drop your children off. Be particularly cautious when driving around the white garage as elderly parishioners may be in the parking lot.
- Stop at the speed bump.
- ***Do not park on the grass or in the parking lot behind Glebe House. Pull ahead one car length if you need to adjust your child's seat belt or car seat.***
- Do not leave your child or your car unattended, and be sure your car is in park.

**For the safety of all children and teachers, cell phone use is prohibited during drive through.**

## ***WHAT IF I WALK MY CHILD INTO CHRIST CHURCH CHILDREN'S CENTER?***

- Parents may walk his or her child into the center.
- Children should be walked to the area in the building where their class is assembled. It might be the back stairway, classroom or playground depending on the group. If you have a question, check with the office.
- Parking on Central St. can be difficult so be cautious. Be aware that there is a two hour parking limit in front of the church. Do not block any driveway or walkway along church property as these are used for deliveries and emergency vehicles.
- If there is a funeral sign along the front of the building, do not park there at all.
- Please be punctual. We ask for your understanding and cooperation in bringing your children to school at their appropriate class time. Teachers and staff are busy with planning, set up and meetings prior to the beginning of the day. Please do not bring your children to school earlier than their scheduled drop off time and let the office know if you will be late.
- Please do not leave your child unattended anywhere on school property. If your child is not with you, he or she must be in the care of a teacher or staff member. Do not let children enter or leave school without you.
- Please pick up your child at the appropriate dismissal time. If you are stuck, please call us to let us know what time you will be here so your child can be reassured that you are coming soon. While it is sometimes unavoidable to be a few minutes late to pick-up your child at the designated time, chronic tardiness is not allowed. Our policy for late pick-up is outlined in the C.C.C.C. Parent Handbook

