

Memorandum for: Littlest Angels Families

Subject: Proposal for circle drop-off/pickup for Littlest Angels Preschool

Due to the need of the families who have their children enrolled in Littlest Angels Preschool, we would like to start offering drop-off and pickup in the loop by the main office. This service is being offered to prevent caregivers from leaving small children in vehicles unattended. Here is the proposed plan:

1. Morning drop-off:
  - a. Beginning at 9:10 am, and ending at 9:20, a staff member will stand outside in the loop.
  - b. As families drop off their children, they will gather in the foyer with another staff member who will sign them in.
  - c. Teachers will pick up children in the foyer at 9:15.
  - d. After 9:20, you will have to bring your children in.
  - e. Families who use the loop to drop off their child and would like to use the loop to pick up their child must inform us when they drop off their child.
2. Afternoon pick-up:
  - a. Families who wish to pick their children up in the loop must inform us by checking the block on the sign-in sheet or informing us when they use the drop off.
  - b. At 2:05, We will gather the children that will be picked up and bring them to the foyer.
  - c. From 2:10 to 2:20, your children will be available for pickup.
  - d. After 2:20, you must come inside to pick up your child.
  - e. For your child's safety, any person that is picking up a child that is other than the normal pick up person must come in and show their driver's license and cannot use the pick-up loop.

Again, please do not leave small children unattended in your vehicle. If you have not requested pick-up and find yourself in need of this service, please call (972)771-6671 ext 104 or 469-338-1544 and we will bring your child outside. Put these numbers in your phone in case you need them. Thank you and let us know as we begin this program if you have any suggestions.

Littlest Angels Staff