

## Beforecare Drop-off and Aftercare Pick-up Procedures

### **Drop-off for pre-registered Beforecare students arriving between 7:15-7:45am**

- Complete the [Veracross pre-screening form](#) for each child at home, prior to arriving on campus (ideally before 7am).
- Pull into the Lower School loop and park at the door of your child's house, beginning with the JH door, which is the first door as you enter the loop, the Primary (grades K-2) door at the main entrance, Elementary (grades 3-5) door at the Main Gym lobby, and then Preschool in front of the Gym Annex.
- For those students in preschool, we ask that you pull up alongside the cones, park, and walk your child over to the Annex lobby doors. A staff member will check your pre-screening status upon your arrival.
- For K-8 students, park your vehicle at your student's door, display your carpool number for the staff member to see, and wait for them to give you a "thumb's up," which indicates they have confirmed your child has been pre-registered for Beforecare and that his/her pre-screening form has been completed with no COVID symptoms or exposure. Please remain in your car.
- When you receive a "thumb's up," you will have your child open the car door and exit the vehicle. Please have them ready to quickly exit to prevent a back-up of cars. Staff members will not be able to open car doors, reach into vehicles to gather belongings, or unbuckle students.
- Your child will be escorted to the door of their house and proceed to the Beforecare room, where another staff member will be ready to greet them.
- **Please stay in your car during the entire process (except for PCAP families)**

### **Arrival FAQ:**

**What happens if I forget to complete the pre-screening form before I arrive on campus?** If the pre-screening has not been completed prior to stopping at the door of your child's house, you will be instructed to drive into the Lower School parking lot where there are designated parking spots. Since your child will need their temperature taken before completing the form, if you do not have your own, our staff member will have one available to take the temperature before you pull away to go into the parking lot.

**What if I did not pre-register my child for beforecare?** If you have not pre-registered your child, you will be asked to queue in the parking lot until the regular arrival begins at 7:45am.

### **Pick-up for pre-registered Aftercare students leaving between 3:30 and 5:45pm**

- Pull into the Lower School parking lot or loop and park at the door of your child's house, beginning with the JH door, which is the first door as you enter the upper loop, the Primary (grades K-2) door at the main entrance, Elementary (grades 3-5) door at the Main Gym lobby, and then Preschool also at the Main Gym Lobby.
- While parked in front of your child's door, call the MPR at 603-742-3617 ext. 139. Tell the staff member your carpool number and who you are there to pick up.
- Please allow time for your child to quickly gather his/her belongings and arrive at the appropriate house door. If you have multiple children, they will all be sent at once and you will drive to pick up each child at their own house door. A staff member will walk your child(ren) to your vehicle.

- You will show your carpool number to the staff member at the first house door. Please have your ID with you and ready to display, as you could be asked at any point to show it, for the safety of our students.
- **Again, parents will remain in their vehicles during this process and staff will not be able to reach into vehicles or buckle students.**

**Pick-up FAQ:**

**What if I need someone else to pick up my child?** If you are unable to pick up your child, please make sure you have communicated the process to the person who will be picking him/her up, make sure they are in Veracross as an authorized person to pick up your child, and be sure they bring their ID and have your carpool number. Please send an email or call the Lower School Office during school hours if there is a change to your pick-up person.

**What if my student is not pre-registered for Aftercare and I am unable to pick them up by the end of dismissal at 3:20pm?** If your student is not pre-registered for Aftercare, they will transition to the Aftercare room in their house and the Lower School Office will call you. You will be charged an emergency late pick-up fee of \$10 for the first 10 minutes and \$1 a minute until you pick up your child. If arriving after 3:30pm, you will need to call the MPR at 603-742-3617 ext. 139 to have them sent to your car, escorted by a staff member.

**What if my student is pre-registered until 4:30pm and I am running late?** Whenever possible, call the MPR to advise the staff. If we have not heard from you, a staff member will call and inquire when you will arrive to pick up your child. You will be charged a late pick-up fee of \$10 for the first 10 minutes and \$1 a minute until you pick up your child. When you arrive at the door of your child's house, call the MPR at 603-742-3617 ext. 139 to have them sent to your car, escorted by a staff member.

**Please allow extra time to drop off and pick up your students. We will work as quickly as possible, while following guidelines in place to maintain safe practices.**

**If you have any questions, please email [Jodi Karnes](#).**