

# Discovery Bay Check-in & Check-out

**Check-in & Check-out:** (15 minutes prior to service time through 15 minutes after service begins)

**Drop-off:** When checking your child in, please stop at one of the computers and you will receive a name tag for your child and a claim card that will be matched to the nametag and will be used to pick up your child. You may then escort your child directly to his/her classroom. We require that only one adult per claim card enter into the preschool area. Please enter through the main door at the check-in station and exit through the door at the opposite (east) end of the hallway. The preschool hallway is one way to help traffic flow. Please be mindful of these policies, as they are in place to increase your child's security and to help reduce congestion during these times. Please sign your child in on the sheet at your child's classroom doorway along with any requested information. This serves as the daily class roster.

**Pick-up:** Upon arrival to pick your child up after class, please WAIT OUTSIDE the classroom door for the teacher to release the children one at a time to families. We cannot allow adults into the classrooms as this breaks down our security systems that we have in place to ensure the safety of every child. A claim card is required for each child to be picked up after class. No child will be released to an adult without the claim card. In case of a claim tag being lost or misplaced, the Preschool Ministry Director will be called and safety measures will be taken to ensure that the child is being released to the proper person. In this event, a "Safety First" form must be completed and ID must be shown. Please note that even if the classroom volunteer or Preschool Ministry Director knows you, you still MUST have a claim card in order for your child to be released to you. This is only done to protect you and your child's safety.