

OLGC Carpool Policies & Procedures for Preschool for the 2020 – 2021 School Year

Morning Drop-off

Red arrows at the top indicates drop-off for Kindergarten – 8th grade students from Wolftrap Road.

Preschool families should enter from Niblick Drive and follow the blue arrows on the diagram to bring students to the Preschool. Please park (pulling straight in not backing in) in the lower lot on the right hand side of the lot (facing the building) ONLY, if filled we will que cars onto the left hand side of the lot in a straight, single file line until spots open up. If the line is also full, we ask that you line up alongside the Church and wait patiently for a parking spot to become available. We want to avoid blocking the entrance to the Church if at all possible. **Please note that the procedures may be impacted by various events on campus at times. If and when that occurs there will be staff present to direct you on changes. We appreciate your patience, understanding, and careful attention throughout these carpool procedures.**

If you have siblings in the “big school” as well as preschool, please plan on dropping off the older siblings following the carpool procedures for the students in K – 8 and exit via Wolftrap Road and travel around to the Niblick entrance for Preschool drop-off.

Once parked, please make sure you have a sign in the front of the car with a sign displaying the family name in the front car windshield so that we can quickly identify the family and check the proper completion of the Daily Health Screening Form. Once the staff member gives the thumbs up sign that it is safe, please safely get your preschooler out of the car and stand at the front of your car until a staff member comes to safely escort your child into Preschool. If a thumbs down signal is provided, please wait in your car until a staff member can come over to discuss the situation. No family members may join the child this year into the building.

Once the child has joined the staff, please wait patiently for a staff member to signal for you that it is time to exit via Niblick Drive and one by one the cars will be safely dismissed. Do not pull out of your parking spot until directed to do so by a staff member.

Anyone who is tardy after 8:15am will need to stay home that day as we reserve the right to not allow any student to join after 8:15am as the Preschool doors will be locked and we will not have sufficient staff coverage to ensure proper arrival procedures. Please make every effort to arrive to school on time.

Afternoon Pick-up

Preschool families should enter from Niblick Drive and follow the blue arrows on the diagram to pick up students to the Preschool. Please park in the lower lot, if filled please line up alongside the Church and wait patiently for a parking spot to become available.

Once parked, families are asked to patiently wait in front of the car with a sign displaying the family name in the front car windshield so that we can quickly identify the family and escort the child out of Preschool for the day. Once the staff member gives the thumbs up sign that it is safe to exit, please exit via Niblick Drive and one by one the cars will be safely dismissed.

