

# Drop off & Pick up Procedures

## Early Childhood Center SACC drop off procedures

- Park in the parking lot, please turn off the car
- Bring your child to the SACC door and ring the buzzer, when needed
- Staff will meet you and let you in the entrance to sign your child/children in (please stay in the entrance area).

## Early Childhood Center SACC Pick up procedures

- Park in the parking lot
- At the SACC door, ring the buzzer when needed.
- Staff will bring your child/ children to the entrance for you.
- Please stay at the entrance to sign them out (time and initial)

**If there is a color flag hanging outside (Red- Pioneer Place, Yellow- Homestead)**

- Meet the staff with the iPad on the playground
- Sign your child/children in/out as usual



**A photo ID is required for everyone picking up a child.  
NO identification, NO Release!**