

Toddler/Primary Drop Off and Pick Up Procedures

Parking Lot Safety

All drop off and pick up times are busy times in the parking lots. We know that the morning can be a little stressful as you get your little one to school each day. Please give each other grace in the parking lot and when you exit the parking lot. Look both ways and exit slowly. We will be welcoming some new families who will be just learning the ins and outs of our routines. These routines will be more like how things worked before COVID with some additions. Read carefully!

Morning Drop Off

Morning drop off is between 7:30 and 8:30. Our parking lots are busy during this time. It is important that all drivers drive slowly and carefully through the lots. Stop and look both ways at all crosswalks. Please park in either lot and come in the FRONT door of the Phoenix building and walk your child to their classroom. The front door will be the only point of access to the main building. Children who have already arrived will be busy at work, so please walk quietly through the hallways and on the stairs. Your child should stay by your side from your vehicle through the building to the entrance to the classroom.

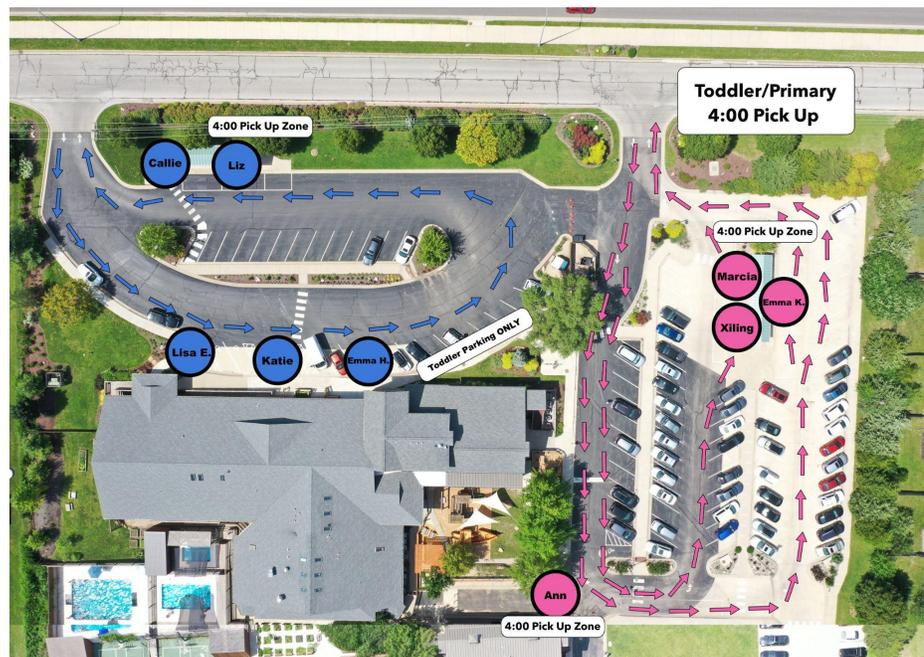
Half Day Pick Up/Appointment Pick up

Half day pick up (or picking up for an appointment) will work the same way in reverse! Please park, enter the front door (be buzzed in) and walk to your child's classroom. You may wave at your child's teacher through the classroom window to indicate that you are there. Your child will meet you in the hallway when they are ready to go and should stay by your side walking through the building and to your vehicle. It is important to walk quietly as some classrooms will be transitioning to rest time.

4:00 Primary Raintree Pick Up

The Elementary and Erdkinder students are picked up at 3:45. On a typical day when everything is running smoothly, they are finished at 3:50. If your primary child does not stay for Late PM and is picked up at 4:00, you may enter the parking lot for that pick process no earlier than 3:50, 3:55 would be even better! Please drive through the parking lot with care to your class's pick-up zone shown in the map below. Your child will be walked to your car.

If you have a child in a primary classroom (and a student in elementary / erdkinder), please understand that the parking lots become busy at 3:30 for the 3:45 pick up time. It would be best to pick up your elementary/erdkinder student in the 3:45 line and then take a lap around the neighborhood and come back to get in the primary pick up line for the 4:00 pick up time.



Late PM Pick Up

Late PM pick up is between 4:15 and 5:30 for those who have signed up for Late PM. Pick up will work the same way as morning drop off in reverse. Please park, enter the front door (be buzzed in) and walk to your child's classroom. You may wave at your child's teacher through the classroom window to indicate that you are there. Your child will meet you in the hallway when they are ready to go. Your child should be by your side from the classroom through the building and to your vehicle. Remember, to walk quietly through the hallways. Raintree closes at 5:30. If you are late picking up, you will be charged a late fee.