

Preschool Children (Ages 2-4) Procedures for Dropping Off and Picking Up

When dropping off:

- Locate child's attendance card (behind letter for last name – not always alphabetical behind that letter).
- If there is no card, complete a blank one found in the back of the card box.
- Mark your child present (for ages three's and under, write pager number in box upon receiving pager from teacher).
- Make a nametag and place on your child's back.
- Hand attendance card to the teacher as your child enters the room.

When picking up:

- Return pager to child's teacher.
- Receive attendance card and child.
- Re-file card in attendance card box.