

## TRINITY PRESCHOOL ARRIVAL & DISMISSAL REMINDERS

- **ENTERING AND EXITING THE PROPERTY**

During arrival and dismissal times, drivers should enter and exit the driveway on the northeast corner of the property, where Park Ave & Dranesville Rd intersect.

- **PASSENGERS EXIT & ENTER CARS VIA THE SIDEWALK**

When stopping to drop off students or pick them up at Door #6, parents should put their car in park.

- **CARPOOL NUMBER CARDS**

During pick up time, drivers should clearly display their number card in the side passenger window of their vehicle for easy identification by staff members.

- **BUCKLE UP IN PARKING LOT**

At dismissal time, staff members will place your child in the passenger side of your car. Drivers will need to drive slowly into the parking lot, park, then buckle their children into their car seats before driving off the church property.

- **ARRIVAL TIME**

*Optional: Early Bird-* We begin escorting children into the building for the early bird program at 8:00 a.m.

*Preschool Program-*We begin escorting children into the building at 8:55 a.m. Staff members will be available to escort children until 9:05 a.m. Drivers arriving after 9:05 a.m. should park in the lot and call (703) 665-9649 to let us know your child has arrived. A staff member will meet you at your car to check your child in.

- **DISMISSAL TIMES**

*Preschool Program-*Dismissal begins at 12:50 p.m. All drivers are expected to be in line by 1:00 p.m. A late fee will be charged for students picked up after 1:00 p.m.

*Optional: Extended Day-*Dismissal begins at 4:20 p.m. All drivers are expected to be in line by 4:30 p.m. A late fee will be charged for students picked up after 4:30 p.m.

Parents should refer to their Trinity Parent Handbook for further details about our preschool guidelines and policies or call the preschool office at 703-437-1080.