

## **Parent Handbook Addendum During Covid 19**

### **Attendance**

Preschool Director will take attendance every day on Procure Connect.

### **Departure Time**

Vehicles will line up in double line around back of church building. Students will be brought to their vehicles by a staff member or parent helper. Parent or legal guardian will need to buckle in their child to safety seat. Staff and parent helpers may not buckle students into their safety seats. Take down option is not available.

### **Snack**

Students will bring their own water bottle and snacks daily in their book bag. Water bottles and snack containers need to be easy to open for students.

### **Birthdays**

Jacob's Ladder still wants to acknowledge each student's special day. We will provide a special prepackaged snack for the class to celebrate their birthday.

### **Special Helpers**

Parents will be helping with morning arrival and dismissal only at this time. When it is parent's sign up date to help get students out of their vehicles for drop off and to their vehicles at dismissal, here is important information:

- Arrive at 8:45 to help with drop off.
- Arrive at 11:49 to help with dismissal.
- Enter the church's side entrance off of Nolensville Ball Park Rd.
- Park near church bus.
- Meet the staff at bottom of stairs leading up to Jacob's Ladder Entrance.
- Drop Off Time your child who is a student will go upstairs to their classroom as soon as a staff member comes down to get him/her before we start in taking the rest of our students.
- Dismissal Time your child will wait with their teacher until you are finishing helping get all students to their vehicles.
- You can unbuckle students to get them out of car. But you cannot buckle any student into their safety seat only a parent or legal guardian may do that.