



Arrival and Departure Information

Middlefield Summer Program

The drive-through process is required for all students being dropped off or picked up during published arrival and departure times. **You may only walk into the campus to drop off and pick up your child when the drive-through process is not running.**

Drive-Through Process

1. To drop off and pick up your child:
 - arrive during the published arrival-departure times.
 - obey the traffic safety standards.
 - follow the traffic patterns on the map below.
2. Display your child's visor card when you arrive to drop off and/or pick up, and keep the visor card visible while on campus.
3. Pull up as far as possible, and put car in park.
4. Wait for a Challenger employee to open the door and load or unload students. Hand the employee completed sign-in/sign-out stickers for preschool students.
5. Remain in line until the front car has pulled away. Do not pull around unless instructed to do so.

Drive-Through Arrival and Departure Times

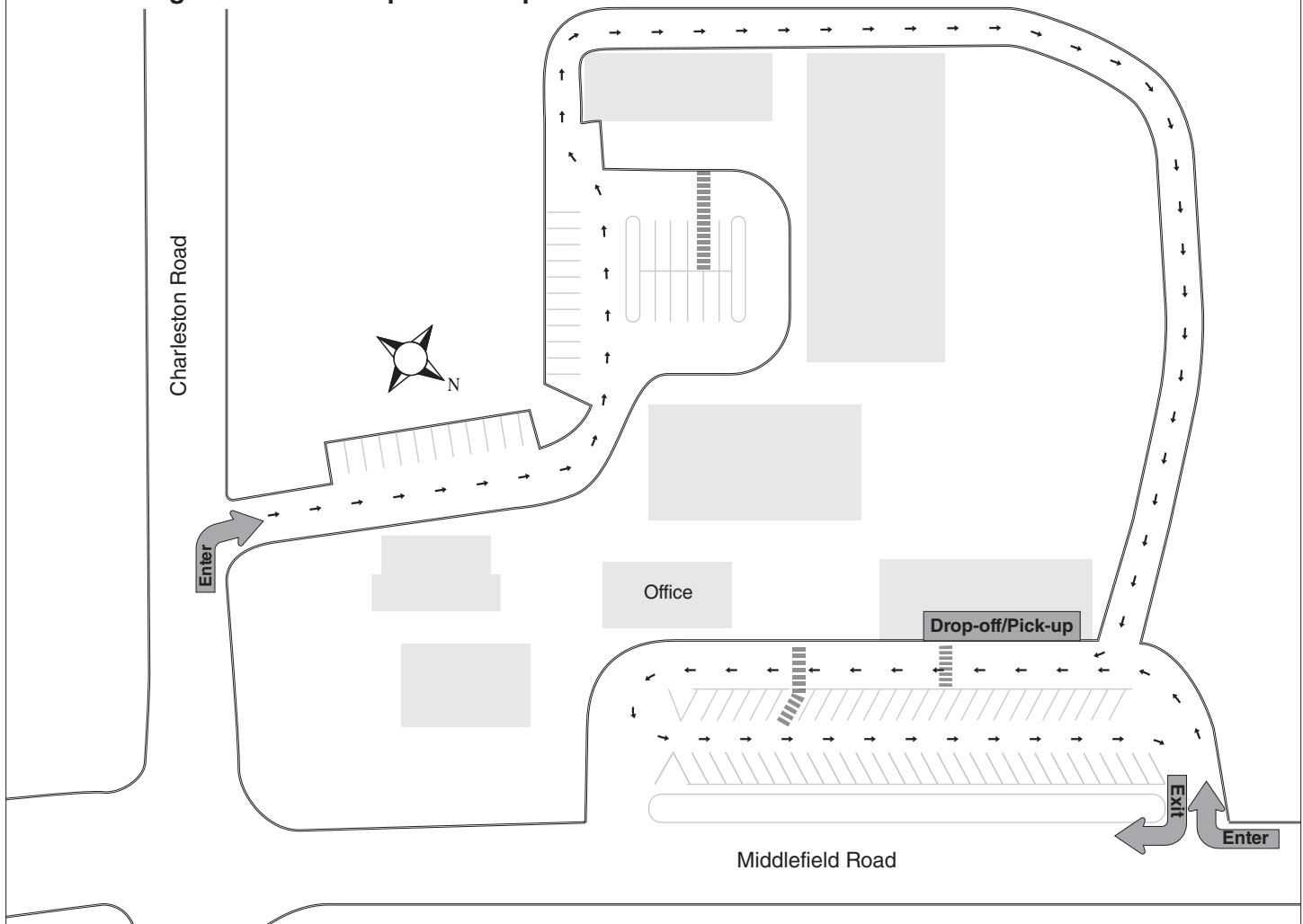
Program	Arrival	Departure
All-day Preschool–Grade 4	8:00–8:30	N/A
AM Preschool–Grade 4	8:15–8:30	11:15–11:30

If you have children in different arrival and departure times, arrive at the end of the earlier time to drop off and the beginning of the later time to pick up your children

Traffic Safety Standards



Drive-Through Arrival and Departure Map



Our drive-through arrival and departure process helps parents safely and quickly drop off and pick up their child from school.

Parents are responsible for ensuring that all designated drivers follow procedures on both sides of this document. Please be on time, as late arrival and early departure is disruptive to all students in the class.

Drive-Through Supplies

Preschool Sign-In/Sign-Out Stickers

Preschool students must be signed in and out. To facilitate the sign-in and sign-out process, Challenger provides stickers. Before arriving, parents should fill out all the information, except for the time. Upon arrival, parents fill in the time and hand the sticker to the teacher who helps the student in and out of the vehicle.

Visor Cards

Visor cards are required for the drive-through process. Only visor cards issued by Challenger may be used. Upon request, additional cards will be provided to parents.



Early Arrival or Late Pick-Up

Do not drop off students early to wait unattended. There is no before- or after-school playground supervision except for students enrolled in all-day programs or extended classtime.

Kindergarten through grade 8 students not enrolled in extended classtime who arrive before the scheduled arrival time or are picked up after the scheduled departure time will be placed in extended classtime, and parents will be charged the extended classtime daily rate. (See Program Offerings and Costs in the Challenger School Policies.)

A late pick-up fee will apply for half-day students picked up after departure time and all-day preschool, extended classtime, and all-day summer students picked up after 6 p.m. (See Billing and Payment Information in the Challenger School Policies.)

Drive-Through Requirements

Anyone dropping off or picking up students must:

- stay in their car while in the drop-off/pick-up area.
- avoid using mobile electronic devices during arrival and departure.
- refrain from using controls to close doors, hatches, and trunks. Our staff will close these items when it is safe to do so.
- follow approved traffic patterns on arrival and departure maps.
- avoid making U-turns and/or left turns onto public streets.
- keep their on-campus speed limit under 5 mph.
- present photo identification or proper authorization if not on the child's pick-up list. A visor card is not an official form of identification.
- contact the campus if an all-day preschool or extended-classtime student needs to be picked up using the drive-through process.

While unloading and loading students, campus staff wearing safety vests will:

- assist in buckling or unbuckling students who need assistance. However, Challenger employees are not experts in all safety restraint systems, so it is the driver's responsibility to verify that all children are properly secured.
- load and unload students on the passenger side of the vehicle, when possible.