

DROP-OFF & PICK-UP PROCEDURE

DROP-OFF PROCEDURE

- **First day:** Enter with your student through the Main Entrance on Victoria Street, up the big stairs, and check-in for camp. SteppingStone Staff will greet you and direct you where to go. Once your student is settled, Caregivers may leave.
- **Subsequent days:** Drop-off will occur on the South Lawn along Victoria Street & Portland Avenue. Students in grades 1-12 may walk to the lawn, from their car, without being accompanied by a parent. Pre-K students must be walked to the South Lawn by their parent/guardian. Teachers will be easily visible, waiting on the lawn, to greet their students. While driving along Portland Avenue, please be aware of pedestrian traffic and mindful of parking signs & restrictions.
- **Afternoon Only Students:** Each day, drop-off will occur on the South Lawn along Victoria Street & Portland Avenue. A Classroom Assistant will be there for check-in and will bring your student to their class.

PICK-UP PROCEDURE

THEATRE EXPLORERS (Ages 3 & 4) – 10:30 AM

- Parents should park on the street and enter through the Accessible Entrance on the north/alley side of the building. Pick up for students will take place in the classroom.

PAGE-TO-STAGE (Grades Pre-K & K) – 12:00 PM

- Parents should park on the street and wait on the South Lawn, along Portland Avenue, for their student. Students will be brought to the South Lawn for check-out.

CREATE-A-PLAY/BUILD-YOUR-SKILLS (Grades 1-3)

- **Morning only - 12:00 PM** Parents should park on the street and wait on the South Lawn, along Portland Avenue, for their student. Students will be brought to the South Lawn for check-out.
- **All-Day and Afternoon Only - 4:00 PM** Parents may park on the street and wait on the South Lawn or wait in their car, along Portland Avenue, for students to be dismissed. Students will be brought to the South Lawn for check-out.

EXPLORING PERFORMANCE (Grades: 4-6) – 4:00 PM

- Parents may park on the street and wait on the South Lawn or wait in their car, along Portland Avenue, for students to be dismissed. Students will be brought to the South Lawn for check-out.

TEEN WORKSHOPS (Grades: 7-12) – 4:00 PM

- Parents may park on the street and wait on the South Lawn or wait in their car, along Portland Avenue, for students to be dismissed. Students will be brought to the South Lawn for check-out.

GENERAL NOTES:

- Students will only be released to those listed on the Parent Consent Form. Please call ahead or send a note to approve a new individual for authorized pick-up. You will find more information regarding alternate pick up persons on the SteppingStone Theatre **Emergency Procedures sheet** under the Check-Out section.
- Ages 9 and up may walk or bike home if indicated on the **Parent Consent Form**.
- **Parking in the Employee Parking Lot/Alleyway is prohibited.** You can find available street parking along Victoria St, Holly Ave, & Ashland Ave. Be mindful of restrictions.
- **Blocking the alleys and driveways is prohibited.** We want to keep our neighbors happy.
- Feel free to wait in our Accessible Lobby! Although parents are not allowed to be in the classroom with their student during class, parents are more than welcome to hang-out in our lobby and read, chat, work, and enjoy a fresh cup of coffee or tea. We have free wifi and always enjoy the company!
- On rainy/wet days you will be notified via email & text alert of alternate pick-up procedures.

Please contact Erin Granger, Manager of Youth & Family Programs, with questions or concerns at 651-225-9265.