

DROP-OFF PROCEDURE

- **First day of class:** Enter with your student through the Accessible Entrance on the north/alley side of the building. SteppingStone Staff will greet you and direct you where to go.
- **Subsequent days:** Enter through the Accessible Entrance. Pre-K & Kindergarten students must be walked to their classroom. Grades 1-12 can be dropped at the door *or* walked to their classroom. If dropped at the door, please be sure your student enters the building before you drive away. If you choose to come in with your student, you must park on the street. Alleyway and Staff Lot parking is prohibited.

PICK-UP PROCEDURE

- Students must be picked-up in their classroom. Please enter at the Accessible Entrance and wait in the lobby until class has concluded, and classroom doors are opened for pick-up.
- Students must check-out with their teacher before they leave.
- Please park on the street. Parking or idling in the staff lot or alleyway is prohibited.
- Please notify SteppingStone in advance if your student will be walking home or picked-up by someone not listed on the Parent Consent Form.
- Under no circumstance do we allow a student to leave with someone they don't recognize or someone they were unaware would be picking them up.

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. SteppingStone is not responsible for ticketed vehicles.
- After students have been dropped off, caregivers are welcome to leave or wait in our Accessible Lobby. Although caregivers are not allowed in the classroom during class, they are more than welcome to hang-out in our lobby and read, chat, work, enjoy a fresh cup of coffee or tea. We have free WiFi and always enjoy the company!

Please contact Erin Granger, Creative Learning Program Manager, at 651-225-9265.