

# Drop Off/Pick Up Procedures

For everyone's safety, we respectfully ask that ***all parents, guardians and children wear a face covering when entering the building*** during drop off and pick up. Please make sure all masks are secured before coming in the building.

## **Drop Off:**

Drop off for our Morning Care program will begin at 6:30 am. Please park your car in an available spot, *(for safety, there is no parking under the porte cochere. even for a quick drop off)* and escort your child to the JEA Front Desk for "check-in." One of our reception staff will escort them to one of the Early Morning program rooms.

## **Pick Up:**

Program dismissal is done at the JEA Front Lobby between 5:15 - 6:00 pm. For the safety of all, please park your car in an available spot (no designated fire lane parking), enter the Lobby, and we will have a Reception stand for bringing the children to the Lobby.

For those who need to pick up earlier than 5:15 pm, please follow the same procedure: park your car, enter the lobby, and request pick up for your child at the JEA Front Desk. Please be aware that children may be engaged in a rotation (program rotations end at 5:15) and that pick up may take up to 15 minutes (they may be in the pool, out on the fields or in the gyms).

Any person picking up a camper must be on the Authorized Pick Up List and be prepared to show ID.

Late pick up fees (after 6:00) will be assessed at a rate of \$1 per minute per camper. The parent/guardian picking up will be required to sign a form noting the time of pick up and authorization to charge the card on file.