

1.3 Children and Youth Program Access

1.3.1 Children Program Access

AM ARRIVALS

- a. All parents will enter the main entrance and sign in at the Receptionist Desk. Parents will sign out.

PM ARRIVALS

- a. Parents of children in grades K-3 should enter the building using the main entrance
- b. Parents will sign in at the table in the Children's Loft Area and receive a Visitor Pass. Parents must wear Visitor Pass while at Martha's Table.
- c. Upon exiting, parents must return to the sign-in table to sign-out leaving the Visitor's Pass.

1.3.2 Bridge Program Access

- a. Parents of children grades 4, 7, & 8 should sign-in and receive a visitor pass at the Receptionist Desk.
- b. Receptionist will inform Bridge teachers of an incoming parent.
- c. Upon leaving, the parent returns to the Receptionist Desk to leave pass and to sign-out.
- d. Parents of children in grades 5 and 6 should sign in at the Receptionist Desk and receive a visitor pass.
- e. Parents should proceed through the Prep Room and proceed up the stairs to the classroom.
- f. Upon leaving, parents will sign-out at the Receptionist Desk leaving the Visitor Pass.

1.3.3 Dismissal for Walkers(Students)

- a. Bridge students approved to walk home will be released at 5:45PM from the Bridge Program door accompanied by a teacher.
- b. All parents must sign an authorization indicating their approval to allow their child to walk home.