**New Preschool Check-In / Security Procedures**

**To help prevent the spread of COVID-19 and provide a healthy and safe environment for our preschoolers, their parents and classroom workers, Porter implemented new Preschool Check-In / Security procedures, beginning Sunday, June 21, 2020.**

1. **When arriving to the preschool area, parents will stop at a check-in table outside the classroom and fill out a numbered and disposable paper security sticker. Parents will keep one part of the security sticker and place the other part with their child’s back. (Note: We will no longer be using the laminated security cards.)**
2. **After filling out the security sticker and placing the portion on the child’s back, they will knock on the classroom door and wait for a teacher/worker to come to the door to receive their child.**
3. **When the parent returns to pickup their child at the end of the session,**

**they will present their portion of the numbered security sticker to the teacher/worker and he or she will check to make sure it matches the numbered part on the child’s back before releasing the child to the parent. Both parts of the security sticker then can be disposed.**

1. **We are also asking that only one parent drop off and pick up their child(ren).**

**We are implementing this new check-in procedures to help reduce the spread of COVID-19 by limiting the number of people in and out of our preschool classrooms. (Note: If a parent arrives with a preschooler who experiences anxiety separation or is hesitant to enter the classroom without the parent, it’s OK for the parent to briefly enter the classroom with the child.) If you have any questions, please don’t hesitate to contact me at wayne@portermemorial.net.**