

## TCW Protocol for Late Arrivals or Early Pick-Up

### LATE ARRIVAL:

-The time varies lightly for each class, but generally by 8:45-8:50 all children have arrived and teachers are beginning their day with your children. After 8:50 you will need to CALL the office and wait until someone from the OFFICE can come out and screen your child and bring them to their class. We very much appreciate your cooperation with this so that all teachers and children can get the most out of the time they are together at school.

### EARLY PICK-UP:

Please email Sharon and I or call the office and leave a message ahead of time if possible, if you need to pick up your child early for any reason. Note: Sharon's email is: [sharon\\_sharifi@waylandps.org](mailto:sharon_sharifi@waylandps.org)

We are often short staffed, but are doing our best to have someone in the office or checking messages and calls periodically. If we know in advance when you will be coming, that helps us a great deal.

When you arrive to get your child, please call the office and whomever is there will bring your child out to you. It may mean leaving a message and waiting until someone comes back into the office to check.

If your child's class is outside when you arrive, you can sign out your child with one of their teachers and then the teacher will contact the office so we know your child has been picked up.

Thanks for you cooperation with these procedures! Katy & the TCW Staff

