



LINCOLN LEARNING CENTER PRESCHOOL

Curbside Drop-Off and Pick-Up Registration Form

Child's Name: _____

Child's Class Day & Time (ex: M/W/F 8:45am): _____

Child's Classroom Number and Teacher: _____

Desired Begin Date: _____

Parent/Guardian Name: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Name of person picking up: _____

Relationship to Child: _____

Alternate person authorized for pick-up: _____

Relationship to Child: _____

Alternate person authorized for pick-up: _____

Relationship to Child: _____

As the parent/guardian of my Lincoln Learning Center student, I understand it is my responsibility to arrive on time to drop-off and pick-up my child and to display the color-coded sign in the passenger side windshield of my vehicle or the vehicle of authorized person dropping off or picking up. It is also my responsibility to secure my child into the vehicle safety seat (car seat, booster seat, etc.).

Parent/Guardian Signature _____ Date: _____

Please return completed form to Lincoln Learning Center staff or the Registration Desk

For Office Use Only:

Supervisor Approval: _____ Date: _____



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Curbside Drop-Off and Pick-up Information

Thank you for choosing to participate in the Lincoln Learning Center curbside drop-off and pick-up service! Please read the information below carefully. For any questions, contact Anna Fontanetta (afontanetta@dgparks.org, 630-960-4491).

Color-Coded Identification Sign & Backpack Tag

- You will receive a color-coded identification sign. This sign must be displayed in your passenger side windshield when dropping off and picking up your child. You will also receive a color-coded backpack tag. Please hang this on your child's backpack

Timeframe

- Drop-off begins 5 minutes prior to the start of class and ends 5 minutes after the start of class. If you arrive later than 5 minutes after the start of class, you will need to park in the Lincoln Center parking lot and walk your child to their classroom
- Pick-up begins at the end of class. If you arrive later than 10 minutes after the end of class, you will need to park in the Lincoln Center parking lot and come to your child's classroom. A late pick-up fee may be charged

Drop-Off Instructions

- Enter the Lincoln Center parking lot on the east side of the building off of Maple Ave (the main entrance to the Lincoln Center parking lot) and drive around the building to the right lane on the west side of the building
- Pull up past the main entrance of the Lincoln Center to the patio area next to the sign board -- there is a designated entrance for the drop-off program which is not the main entrance to the facility
- Display the color-coded identification sign in the passenger side of your windshield. Please make sure the sign is propped up in the window, not lying flat, so staff can read it from a distance
- You will need to unbuckle your child once you come to a complete stop
- Staff will assist your child in exiting the car. Do not allow your child to exit the vehicle until a staff member is present

Pick-Up Instructions

- Follow the instructions above to form the car line on the west side of the building
- Display the color-coded identification sign in the passenger side of your windshield
- Staff will escort your child from the classroom to your vehicle after the end of their class; please be patient as it may take a few moments
- You will be required to fasten your child into their car seat, booster seat or other safety seat in your vehicle

Safety

- The curbside drop-off and pick-up lane is a cellphone-free zone
- Staff will not secure your child in their safety seat. You must be able to reach to do so without leaving the vehicle
- Pay close attention to other traffic around you. Drivers must stay in the vehicle as the other lane will have active traffic flowing out
- You will need to turn right onto Maple Ave after completing pick-up or drop-off
- Staff reserve the right to ask the person picking up to show a photo ID at any time, so that staff may verify they are authorized to pick up your child, regardless of if the identification sign is displayed in the window of the vehicle.

Additional Notes

- Curbside service is ONLY available to 8:15-11:30am 3/4- and 4/5 year-old preschool classes. This service is not available for enrichment or extension programs (Preschool Plus, Preschool Connections, Math, etc.), or two-year-old classes. If your child participates in an enrichment/extension class after preschool, you will need to park in the Lincoln Center parking lot and pick them up at their classroom
- There may be certain days (Halloween Parade, Holiday Program, etc.) when the curbside service is not available. These days will be communicated via email and/or the monthly newsletter
- When using the curbside service, you will not have the opportunity to talk to your child's teacher. If you need to talk to your child's teacher, please park in the Lincoln Center parking lot and walk to your child's classroom
- If you decide you are no longer interested in using the curbside drop-off and pick-up service, please email Anna Fontanetta, Recreation Supervisor (afontanetta@dgparks.org). The withdrawal will take effect the following class