

Preschool Program Updates and Information

Location: Metzenbaum Center



Drop Off Procedures

- ★ All of our preschool students get dropped off at the circle in front of the gym (past the main entrance). If you are driving your child, please wait in the circle with the school buses and vans until a staff member comes to your vehicle to get your child. Staff will go to each vehicle in the order in which they arrive. Please be patient with us until we get to your vehicle. The safety of your little one is our priority!
- ★ FYI~ Due to the importance of both students and adults maintaining a structured schedule and ensuring student safety, staff may be unavailable to talk about your child during drop off/pick up times. A daily note will be sent home discussing important facts about his/her day. Please notify us if you would like to set up a time to meet with your child's educational team.

Pick Up Procedures

- ★ Pick up is similar to drop off. Please wait at the circle and we will bring the students out to the vehicles in the order in which they have arrived. In order to get all of the children safely on their way home as quickly as possible, please leave the circle once your child is safely in your vehicle to allow others to pull up.

Early/Late Days

- ★ If you are dropping off late or need to pick up early (ex. Medical appointment, your child is going home ill), please enter through the main doors of the Metzenbaum Center, ask the secretary to call down to the classroom, and wait in the lobby area. (The main door is located at the second blue awning) A staff member will come to get your child/bring your child to you.

Half Day Students

- ★ If your child only attends ½ day, a pick up process will be developed between the parent/guardian and your child's teacher. (Example: some parents have picked up his/her child in the main Metzenbaum lobby and others have been walked to his/her vehicle at the normal pick/up drop off location)

Snow/Calamity Days

- ★ If West Geauga Local Schools are closed, all ESCWR preschool classrooms located in Metzenbaum are closed.
- ★ If the Geauga Board of Developmental Disabilities at the Metzenbaum Center are closed, our preschool classrooms are also closed.
- ★ There are times when West Geauga closes but the Metzenbaum Center is open. Please follow the ESCWR preschool calendar for your child's school days.
- ★ If your child rides a district bus/van and your child's district of residence is closed, the bus or van will not pick your child up, even if West Geauga Local Schools are open. This can be confusing, we understand! On these days, you have the option of driving your child to school on your own. Remember, if a superintendent closes a school, (s)he has decided that it is not safe for children to travel to school in that particular area, so please be careful if you decide to bring your child to preschool.

I look forward to seeing your little one in August! Enjoy the rest of your summer!

