

# Arrival and Departure Information Middlefield Summer Program

This summer our campus is open from 8:00 a.m. to 5:30 p.m.

Parents who arrive during drive-through arrival and departure times must use the drive-through service. Please note your child's drive-through arrival and departure times on the adjacent chart so you can plan accordingly. If you have children in different arrival and departure shifts, arrive at the end of the earlier shift.

Due to COVID-19 restrictions, parents are not allowed to enter the campus to drop off or pick up children and must use the procedures listed on reverse side.

Please be patient during the first weeks of the summer program as parents learn the routine.

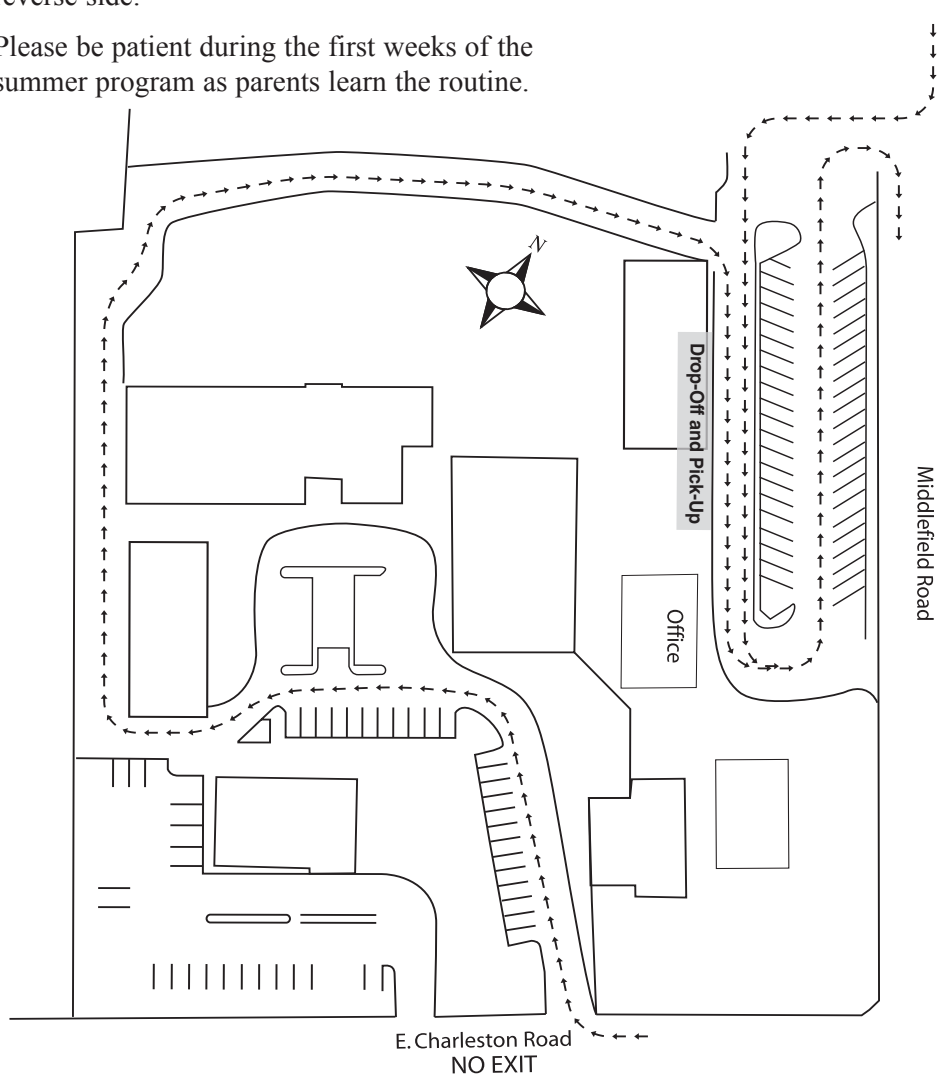
### Drive-Through Arrival and Departure Times

Program	Arrival	Departure
All-day Preschool–Grade 7	8:00–8:30	4:30–5:30
Morning Preschool–Grade 7	8:15–8:30	11:15–11:30
Afternoon Grades 5–7	12:30–12:45	3:30–3:45

If you are arriving from 101/Oregon Expressway West, turn left onto Middlefield Road. Once on Middlefield Road, turn right into the school parking lot.

If you are arriving from 101/San Antonio Road West, from San Antonio Road, turn right onto East Charleston Drive. Proceed just past Middlefield Road to the campus driveway and turn right into the campus. If you are arriving between 9 a.m. and 3 p.m., please use the Middlefield driveway and check in at the office.

If you are arriving from East on Charleston Road, turn left onto Middlefield Road and turn left into the parking lot at the north access. Drop off your preschool, kindergarten, elementary, or middle school student at the designated location and exit onto Middlefield Road. There are no left turns into the driveway from Charleston Road.



Nelson Road

**No U-Turns  
allowed in the  
intersection of  
Nelson and Charleston**

## Arrival and Departure

Our drive-through arrival and departure routines allow you to drop off and pick up your child without leaving your vehicle. It's safer and faster than parking and walking into the campus. Parents are responsible for ensuring that all designated drivers follow these procedures.

Please watch for Challenger employees wearing safety vests. They will guide you and assist your child to and from your vehicle. As a courtesy, we will assist in buckling and unbuckling your children who need assistance. *However, Challenger employees are not experts in safety restraint systems, so it is your responsibility to verify that all children are properly secured before exiting the loading area.*

### Preschool Sign-In/Sign-Out Stickers

Because preschool children must be signed in and out, we provide stickers to speed up the process. These will be sent home periodically with students.

Parents who drop off or pick up preschool children during drive-through times must use these stickers. Before arriving, fill out all the information except for the time. When you arrive, fill in the time, and hand the sticker to the teacher who helps your child in or out of your vehicle.

### Visor Cards

Challenger provides and requires visor cards for parents/guardians to display when picking up children during drive-through departure. Upon request, we will issue additional cards to adults listed as responsible parties on the application and on the Identification and Emergency Information form.



## Drive-Through Arrival and Departure

Please arrive at the time and place designated for drop off/pick up on the front side of this document. Pull up as far as possible, and put your car in park.

Place the visor card in your vehicle so it will be visible. If dropping off, wait for a teacher to open the door on the passenger side of the vehicle before your child exits. If picking up, wait for a teacher to bring your child to your car. Do not get out of your car while in the drop-off/pick-up area. It is expected that elementary students will lift their own bags. Staff will offer assistance as needed.

Remain in line until the car in front of you has pulled away; do not pull around it unless instructed to do so by a staff member.

If an authorized adult who is not on the pick-up list or does not have a visor card is picking up your child, you must call the office to let us know. The person must then present a photo ID; a visor card is not an acceptable form of identification.

### Arrival or Departure Other Than Drive-Through Times

Students who arrive after the drive-through times should pull into the drive-through loop, and call the office. A staff member will assist.

All-day students have the flexibility to depart for the day at any time. Please pull into the drive-through loop and call the office. A staff member will assist you.

Late fees apply when children are not picked up during regular departure time. (See Tuition Information/Fees.)

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## Additional Information

Campuses may restrict walk-in access for a limited period of time each day to ensure the safety of students during drive-through arrival and departure times.

### Parking

Park only in the designated visitors' parking area when you come into the campus. Do not park in loading zones, driveways, or No Parking areas. Please use parking spaces reserved for the disabled only if you have a permit.

### Child Supervision

Please do not drop off your child to wait unattended. There is no before- or after-school supervision except for those enrolled in all-day programs or morning Extended Classtime.

### Car Pools

Call the office to obtain lists of people who want to form car pools.

### Courteous Driving

The on-campus speed limit is 5 mph. Drive slowly and carefully for safety and to preserve our relationship with neighbors, the city, and the police department. For everyone's safety, the use of mobile electronic devices is not allowed during arrival and departure.

Review campus arrival and departure procedures, follow approved traffic patterns, and avoid making U-turns on public streets.

It will help the flow of traffic if parents do not all arrive at the exact beginning of arrival and departure times.

### Vehicle Safety

Please refrain from using your controls to close doors, hatches, and trunks. Our staff will close these items when it is safe to do so.