

Arrival and Departure Information Middlefield Summer Program

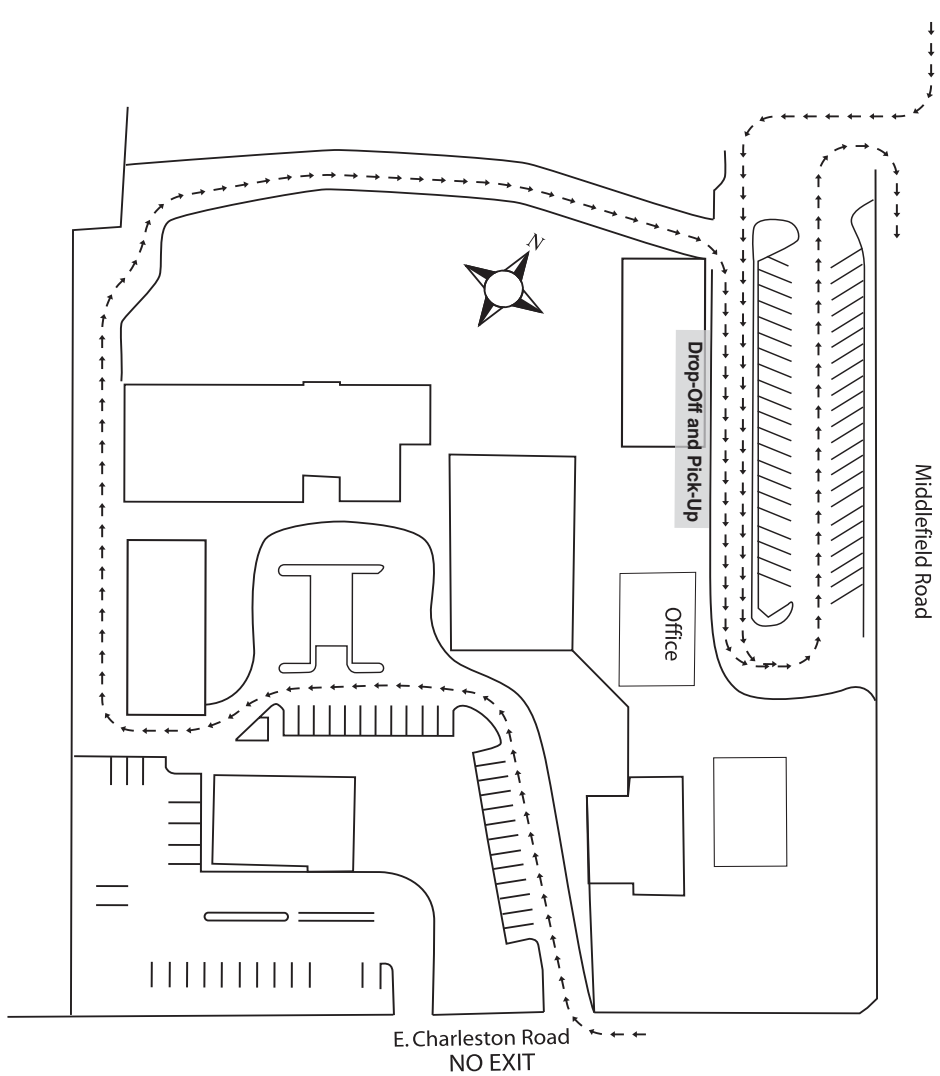
This summer our campus is open from 7:00 a.m. to 6:00 p.m.

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.

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 4	7:00–8:30	N/A
Morning Preschool–Grade 4	8:15–8:30	11:15–11:30



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 Road. 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, or elementary student at the designated location, and exit onto Middlefield Road. There are no left turns into the driveway from Charleston Road.

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

Our drive-through arrival and departure routines allow parents to safely and quickly drop off and pick up their child.

Using the drive through process is required for all students arriving or departing during the published times on each campus's arrival and departure document. Parents are responsible for ensuring that all designated drivers follow procedures.

When the drive through process is over/unavailable, parents must walk in to the campus to sign their child in or out. Be on time, as late arrival and early departure is disruptive to all students in the class.

Drive Through Supplies

Preschool Sign-In/Sign-Out Stickers

Preschool students must be signed in and out. To facilitate the sign-in and sign-out process, Challenger provides stickers. Before arriving, parents should fill out all the information, except for the time. Upon arrival, parents fill in the time and hand the sticker to the teacher who helps the student in and out of the vehicle.

Visor Cards



Visor cards are required for the drive-through process. Only visor cards issued by Challenger may be used. Upon request, additional cards will be provided to parents. A visor card is not an official form of identification.

Drive Through Process

1. Display the visor card at arrival, and keep it visible while on campus.
2. Pull up as far as possible, and put car in park.
3. Wait for a Challenger employee to open the door and load or unload the student.
4. Remain in line until the front car has pulled away. Do not pull around unless instructed to do so.

Drive Through Safety

Anyone dropping off or picking up students must:

- stay in their car while in the drop-off/pick-up area.
- avoid using mobile electronic devices during arrival and departure.
- refrain from using controls to close doors, hatches, and trunks. Our staff will close these items when it is safe to do so.
- keep their on-campus speed limit under 5 mph.
- follow approved traffic patterns and avoid making U-turns on public streets.

While unloading and loading students, campus staff wearing safety vests will:

- assist in buckling or unbuckling students who need assistance. However, Challenger employees are not experts in all safety restraint systems, so it is the driver's responsibility to verify that all children are properly secured.
- load and unload students on the passenger side of the vehicle, when possible.
- restrict walk-in access during the drive-through process, when necessary.

Early Arrival or Late Pick-up

Do not drop off students early to wait unattended. There is no before- or after-school playground supervision except for those enrolled in all-day programs or Extended Classtime.

Half-day Kindergarten through eighth-grade students not enrolled in Extended Classtime who arrive before the scheduled arrival time or are picked up after the scheduled departure time will be placed in Extended Classtime, and parents will be charged the Extended Classtime daily rate. (See Program Offerings and Costs.)

A late pick-up fee will apply for half-day preschool students picked up after departure time and all-day students and Extended Classtime students picked up after 6 p.m. (See Billing and Payment Information.)

Additional Information

Parents should contact the campus office if:

- an all-day student or Extended Classtime student needs to be picked up using the departure routine.
- an authorized adult who is not on the pick-up list will be picking up a student. This person will be required to present photo identification.

Parking

Visitors should park only in the designated visitors' parking area when on campus. There is no parking in loading zones, driveways, or No Parking areas. Parking spaces reserved for the disabled are only available to those with a permit.

Third-Party Providers

Challenger will only release students to a third-party provider with proper authorization.