

# SNOW DELAY

## DROP OFF

Dear Parents,

In case of a 1- or 2-hour delay on either a **Tuesday** or **Thursday** Preschool 3 will operate at 10:00 AM. Our program will run from **10:00-12:15pm.**

### **Drop off Procedure:**

As far as drop off goes on **DELAY DAYS ONLY.** You will need to drive around the school and enter through **Cortleigh Drive.** **You WILL NOT BE ABLE TO DROP OFF IN THE FRONT** like you normally do. Once you enter **Cortleigh park by the church and walk your child to my back door.**

Again, this drop off is only for 1- or 2-hour delay day. If you are not sure, please send me an email and I will be more than happy to clarify any issues. Pickup will be at **12:15** and will be outside the Main office door like we normally do.

Just the drop off procedure changes for delays only. Pick up procedure will be outside my room where I will bring your child out to you. Again, this is only for DROPOFF in case of a delay. Thank you and if you have any questions, I will be happy to answer any questions.

