

2021 Summer Program

Drop-Off / Pick-Up Process

DROP-OFF 8:40 – 9:00 AM

- Drop-Off begins at 8:40 a.m.
- After safely parking in the NCDS Lot, please Check-In using the following steps:
 1. Stay in your car and open your Procure App.
 2. Tap the QR scan icon at the top right corner toolbar. *It'll look like your camera opened.*
 3. Next, touch the small blue "SIGN IN-OUT" button at the bottom right of screen.
 4. Check the child(ren) attending and then tap the blue SIGN-IN button.
 5. Answer the Wellness Questions by selecting the YES / NO buttons.
 6. Sign your initials on the screen and finish by tapping the blue DONE button.
- **NCDS recommends masks for all adults during Drop-Off and Pick-Up. Masks are always REQUIRED for non-vaccinated adults and for ALL (vaccinated and non-vaccinated) adults entering NCDS buildings. We ask for your continual respect and grace towards this wellness requirement for the 21 Summer.**
- Once checked in, look for your child's Teacher Sign and drop-off at their designated class location.
 - Infant, Toddler, and 2s Classes will be located around the PDO Building.
 - 3s, 4s, and 5&6s Classes will be in front of the Preschool Building (South Education) under the white tent.
 - See your Teacher's Welcome Email for the specific class Drop-Off and Pick-Up locations.
- Keep an appropriate 6 feet social distance between you and other families dropping off.
- NCDS Staff will help children to their class. Please exit the Drop-Off area as soon as possible.
- If you are arriving after 9:00 a.m., please contact your child's teacher via Procure Messenger, Text, or Email to prearrange late Drop-Off.

PICK-UP at 2:45PM

- After safely parking in the NCDS Lot, please Check-Out using the following steps:
 1. Stay in your car and open your Procure App.
 2. Tap the QR scan icon at the top right corner toolbar.
 3. Next, touch the small blue "SIGN IN-OUT" button at the bottom right of screen.
 4. Check the child(ren) attending and then tap the blue SIGN-OUT button.
 5. Sign your initials on the screen and finish by tapping the blue DONE button.
- Look for your child's Teacher Sign. NCDS Staff person will bring your child to you.
- After NCDS Staff releases your child from class, please exit the Pick-Up area as soon as possible.
- If you are picking your child up before 2:45 p.m., please contact your child's teacher via Procure Messenger, Text, or Email to prearrange early Pick-up.