



## St. Mel's Catholic Academy Early Childhood Center

### After-School Pick-Up Procedure (as of 10/5)

As of Monday, 10/5/2020, we will be moving the afterschool program to a different location in the building. It will now be located in the former “Toddler Time” room adjacent to the cafeteria in the lower level of the church. This move will allow for more thorough cleaning of the school building and provide a safer, cleaner environment for all of our students. In addition, the Toddler Time room has a separate entrance, which will make it easier parent pick up and because it is not currently used as a classroom, will provide a more stimulating play and activity space for our children in afterschool. The major change will be the pick-up procedure as outlined below:

- Afterschool will no longer use the 26<sup>th</sup> Ave. school entrance.
- To pick up your child from afterschool, please use the **27<sup>th</sup> Avenue Church entrance** located up the ramp next to the 27<sup>th</sup> Ave. school entrance.
- Ring doorbell and you will be buzzed into the building.
- Upon entrance make a left and proceed directly down the stairs. This will take you right into the new afterschool room where you can sign out and pick up your children.