



# SECURITY POLICY

The security of your child(ren) is most important to all of us at Derbyshire Preschool. You have entrusted your child(ren) to use and we take this responsibility very seriously. We realize that these procedures may be inconvenient at times, but are necessary for the safety of your child(ren).

All church entrances are locked throughout the day. At morning drop-off, a DPS staff member will be waiting at the carpool door to greet you. We will take your child(ren)'s temperature and ask you a list of questions to ensure the health of your child(ren) and family. If you arrive after 9:15 AM, you must proceed to the Preschool Office door only and call the office, 804-741-9473, to let us know you're waiting in the carpool lane.

When you come to pick up your child, a DPS staff member will be at the carpool doors to bring out your child(ren) to your vehicle starting at 11:45 AM. If you would need to pick up early, you can call the Preschool Office and wait at either the Cherub Door or Preschool Office Door, depending on which wing your youngest child is in.

Please join us in assuring that your child is safe while at DPS by reading this policy carefully. If you have any questions, please do not hesitate to ask.

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## As acceptance of this security policy, you will need to complete and use the following items:

**DPS Student Information Form (Online Registration Form)** You completed this online and we keep it on file for our records. It provides current contact information for parents and medical information for each student. It also gives DPS permission to release your child(ren) to authorized individuals in case of emergency. Please notify the DPS Office if there are any changes to this information immediately throughout the year, as needed.

**Carpool Sign** Every DPS student will be given a carpool sign with their name and their teacher's name on it to place in your passenger side window before you enter the carpool pick up lane.

**Pink Parent Permission Form** This form must be completed and sent in to your child(ren)'s teacher if someone other than an authorized pick up person or authorized carpool driver is picking up your child from school on a specific day. It is available on the DPS website, and may also be obtained through your child(ren)'s teacher or the DPS Office. When in doubt, fill it out! You can send these forms through your child(ren)'s daily folder for collection each morning. Be sure your pick-up person is familiar with this security policy, and has their driver's license ready to show to a DPS staff member. If an emergency arises, call the DPS Office immediately to give pick-up instructions and we can fill out the form for you.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_