



August 1, 2026

To: Temple Emanuel ECDC Parents and Community Members

Re: Safety During Drop-Off and Pick-Up of Children

Drivers shall enter and exit the parking area via the entrance at Concordia Way or by turning left into the parking lot off of Bower Hill Road, proceeding one-way along the front of the building and around to the rear parking lot, driving slowly and watching carefully for children in the area.

The ignition of all vehicles must be turned off and keys removed from the ignition. NO CHILDREN MAY BE LEFT UNATTENDED IN A VEHICLE.

All children must be accompanied by a parent or designated adult into the child's care area at the facility. While children are in the hallways, or walking to or from their cars, their care and safety are the responsibility of their parent or caregiver.

Children will be released only to their parents unless written instructions are provided by the parent authorizing pick up by another adult. In an emergency, a parent may authorize another adult to pick up their child by emailing or messaging the Director through Brightwheel. The Director will document all pertinent information. Identification will be required from the specified individual before the child will be released from ECDC. Identification may also be required for a parent if the staff on duty are not familiar with that individual.

Your cooperation with the above outlined procedures is greatly appreciated. Please keep in mind that they are designed with your child's safety in mind. Feel free to discuss these and any other matters with our staff should you have any questions.

Sincerely,

Kate Louik

Director, Temple Emanuel ECDC