



MORNING AND KNIGHTLY CARE PROCEDURES

Keeping our children safe is always a top priority. To provide security for drop off and pick up from Morning and Knightly Care a sign-in and sign-out procedure is followed. A Kiosk for checking children in is used for this purpose. Photo IDs are required at the Kiosk, please email a picture of the person/persons you have designated to drop off and/or pick up your kids at Morning and Knightly Care. Email the photos to kschulte@borgiagradeschool.org. In the subject line add ***Kiosk photos.*** ***Also, identify the name of the person in the photo in the body of your email.*** These photos will be uploaded, along with a barcode on a card for pickup verification. The photo barcode cards will be kept at school at the Kiosk station.

In the event it becomes necessary for someone to pick up your child who is not included in your child's pick up verification, parents should call the school office or Ms. Porter to notify the school who is picking up for that day. That person will be required to present an ID. You also have the ability to add this information to your FACTS ParentsWeb demographic page. It would be advisable to email their picture so a barcode card can be made for future pick up.

We appreciate your cooperation as we implement this procedure. We are looking forward to providing a more secure drop-off and pick up procedure.

Sincerely,

Linda Pahl, Principal
Kelli Schulte, Secretary
Gabby Porter, Morning and Knightly Care Director