

Extended Time Care Program Drop Off and Pick-up Procedures

Extended Time Care Program is offered for the Spring of 2021 at Mackeben, Martin, and Leggee Elementary schools at School District 158. Students that attend Conley and Chesak schools will be walked to Mackeben and Martin respectively. All parent drop offs and pick ups will occur at Mackeben, Martin, and Leggee.

All parents MUST indicate in [ePact](#) who their authorized pick-up persons are and provide a recent photo of these individuals in the account. Staff will not release children to anyone other than individuals that you authorize through this account.

Prior to all drop offs, parents must review and evaluate their child(ren)'s health. By dropping off your child to the Extended Time program, you are affirming that your child does not meet the criteria listed on the [Participant Self-Assessment](#). Note, that participation in our self-assessment does not supersede any health assessments or procedures required of you by School District 158. These must still be followed.

Curbside drop off and pick-up will be offered to reduce traffic entering and exiting the building to minimize the spread of germs.

INCLEMENT WEATHER

1. When weather is inclement (heavy rain or lightning), drop off and pick up will be moved just inside the designated entrance to each building. If you do not see a staff person when you arrive, please park and follow this procedure.
2. Parents should park, put a mask on, and proceed to the entrance.
3. A table will be setup just inside the door to facilitate the drop off / pick-up.
4. In some instances when weather is such that we cannot walk the children from Conley or Chesak, there is a plan to house them at those buildings and you will be notified if the drop off or pick-up location changes via ePact.

CONTACT INFORMATION

Below are the direct cell phone numbers of the site supervisors at each location. They will be accessible during program hours. If you wish to expedite pick-up, you may call as you are pulling in or text and we can call your child so they are ready.

Mackeben Site Supervisor - (847) 514-2894

Martin Site Supervisor - (847) 343-1330

Leggee Site Supervisor - (847) 514-6612

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MACKEBEN DROP OFF AND PICK-UP PROCEDURES

Drop Off

1. Parents shall pull up to the eastern most access road (near cafeteria) that is closest to Square Barn Rd. (Note this is not the main parking lot, but the next entrance east of this). Proceed to Door #6. Please be vigilant of other service vehicles that may be in the vicinity and do not block their access. Drops offs should occur no later than 8:05 AM, otherwise, please go to car rider line at school.
2. Staff will greet you at your vehicle and check-in your child
3. Should you wish to speak with the staff, please stay in your vehicle, indicate that you need to speak with a staff person and wear a mask during the conversation.

Pick-up

1. Parents shall pull up to the same entrance, Door #6 on the eastern access road (cafeteria)
2. Staff will greet you at your car, confirm your identify, and check out your child.
3. Observe the information above about inclement weather days.

MARTIN DROP OFF AND PICK-UP PROCEDURES

Drop Off

1. Parents shall pull up to the main entrance of Martin Elementary. Drops offs should occur no later than 8:10 AM (For Chesak students), otherwise, please go to the car rider line at school.
2. Staff will greet you at your vehicle and check-in your child
3. Should you wish to speak with the staff, please stay in your vehicle, indicate that you need to speak with a staff person and wear a mask during the conversation.

Pick-up

1. Parents shall pull up main entrance.
2. Staff will greet you at your car, confirm your identify, and check out your child.
3. Observe the information above about inclement weather days.

LEGGEE DROP OFF AND PICK-UP PROCEDURES

Drop Off

1. Parents shall pull up to the main entrance of Leggee Elementary.
2. Staff will greet you at your vehicle and check-in your child.
3. Should you wish to speak with the staff, please stay in your vehicle, indicate that you need to speak with a staff person and wear a mask during the conversation.

Pick-up

1. Parents shall pull up main entrance.
2. Staff will greet you at your car, confirm your identify, and check out your child.
3. Observe the information above about inclement weather days.