

# HELC Drop-Off, Pick-Up & Parking Information



We have designated locations to keep arrival and departure times safe and organized. Specific location assignments will be sent to families at the start of the preschool year. These may include the **Courtyard**, **Side Door**, **Playground**, or **Gym**, with staggered schedules to help ease congestion.

## Locations:

- **Courtyard** – Enter from the **3255 Edgemont Boulevard** parking lot. The entrance into the parking lot is on the left-hand side when facing the church on Edgemont Boulevard. From this parking lot, walk directly into the courtyard.
- **Side Door** – Access is the same as above, except the Side Door is located **before** you enter the courtyard, on the 3255 Edgemont Boulevard side of the church, near the main parking lot.
- **Playground** – Enter from the back of Highlands United Church via Brookridge Drive. (*Use **3230 Brookridge Drive** in your GPS for accurate directions.*)
- **Gym** – Enter from the back of Highlands United Church via Brookridge Drive. (*Use **3230 Brookridge Drive** in your GPS for accurate directions.*)

Please follow staff directions at all times during drop-off and pick-up to keep the process safe and efficient for everyone.

## Important Parking Notice

Attention HELC Parents — all parking spaces are reserved for drop-off and pick-up only. Long-term parking is not permitted. Parking is very limited, so if you live nearby, we encourage you to walk to preschool whenever possible.

## Other parking options:

- **Thrifty Foods underground lot** – right across the street, 2 hours free parking.
- **Neighbourhood streets** – please park legally and respectfully.

To help reduce congestion, we have **staggered the start and end times of our classes** so that not all families arrive or leave at the same time — but we know it's still not perfect. Your cooperation in following your assigned schedule is greatly appreciated.

**🚫 Please do not park in our lot while shopping in Edgemont Village.**

## Parking Guidelines

- Use **only designated spots** in the preschool lot.
- Do **not block** driveways.
- Park only while you are actively in the preschool.
- Be mindful of other families arriving and leaving during busy times.

## Arrival Process

- Wait with your child at your assigned location until the teacher arrives to escort the class
- Check in with your child's teacher to confirm your child's wellness before leaving
- **If your child will be arriving late:**
  - If you know in advance, communicate with your child's teacher to confirm where the class will be at the time of arrival.
  - If the lateness is last-minute, **personally drop your child off with their teacher.**
  - If you are unsure of the location, you may **text the preschool cell** to confirm.

- While waiting for class to begin — and during pick-up — parents and caregivers are responsible for supervising their children at all times

### **First Week of School**

The first week follows a **gradual entry schedule**:

- Refer to the schedule provided to you for **specific times and locations**.
- Drop-off and pick-up spots will be one of the following:
  1. **Courtyard** (via 3255 Edgemont Blvd.)
  2. **Side Door** (via 3255 Edgemont Blvd.)
  3. **Playground** (via 3230 Brookridge Dr.)
  4. **Gym** (via 3230 Brookridge Dr.)
- Parking remains limited — please **arrive on time, park only in designated areas**, and **exit promptly** to keep traffic flowing.