

Preparing for Alternate Pick-up Checklist

☐ iVisitor

- ☐ Add delegates picking up/dropping off your child to iVisitor. JCCC staff can't approve anyone at the Main gate. Guests are only allowed entry to the Support Center Campus via their respective staff member. If your delegate is driving your car or have your hang tag, they do not need to be registered in iVisitor.

☐ My Bright Day App

- ☐ Mark child absent in the My Bright day app if not attending daycare for accurate attendance records.
- ☐ If child is attending, select the appropriate contact for the day and ensure their contact information updated and in the app for JCCC staff outreach.

☐ Pikmykid

- ☐ All delegates must be delegated in the Pikmykid app **each day** they pick up, even if they are not using carpool. This step makes the process smoother for the staff and your delegate.
- ☐ Consider sharing your carpool tag to help with the carpool process.

☐ Transferring items/carseats/overnight bags prior to leaving are recommended.

- ☐ If you are utilizing the JCCC to transfer items they must fit in the child's cubby in class and be free of any medicines, topical items, food, etc.

Driving directions

Non-Carpool Time (9-4:30pm)

- After confirming entrance at the guard shack, you will take the next left to pull onto the JCCC campus. You will safely pass the gate pulling around the right side of the building.
- Stop at the stop sign as you approach the parking lots.
- For the A building, you can take the first left into the “lower” parking lot and park there.
- For building B + C, you can take the 2nd or 3rd lefts into the “upper” parking lot.
- Once parked, the delegate would pick up the kids (see pick-up directions).
- Once kids are picked-up, then you continue to the other side of the parking lot you chose and exit there. You do not exit the same way you came in.
- You then come around the other side of the building that leads you back to the JCCC guard shack and safely pass the gate.
- Turn left to exit the property, passing back by the main entrance guard shack (no need to stop).

Buffington Rd.

Building B

Building C

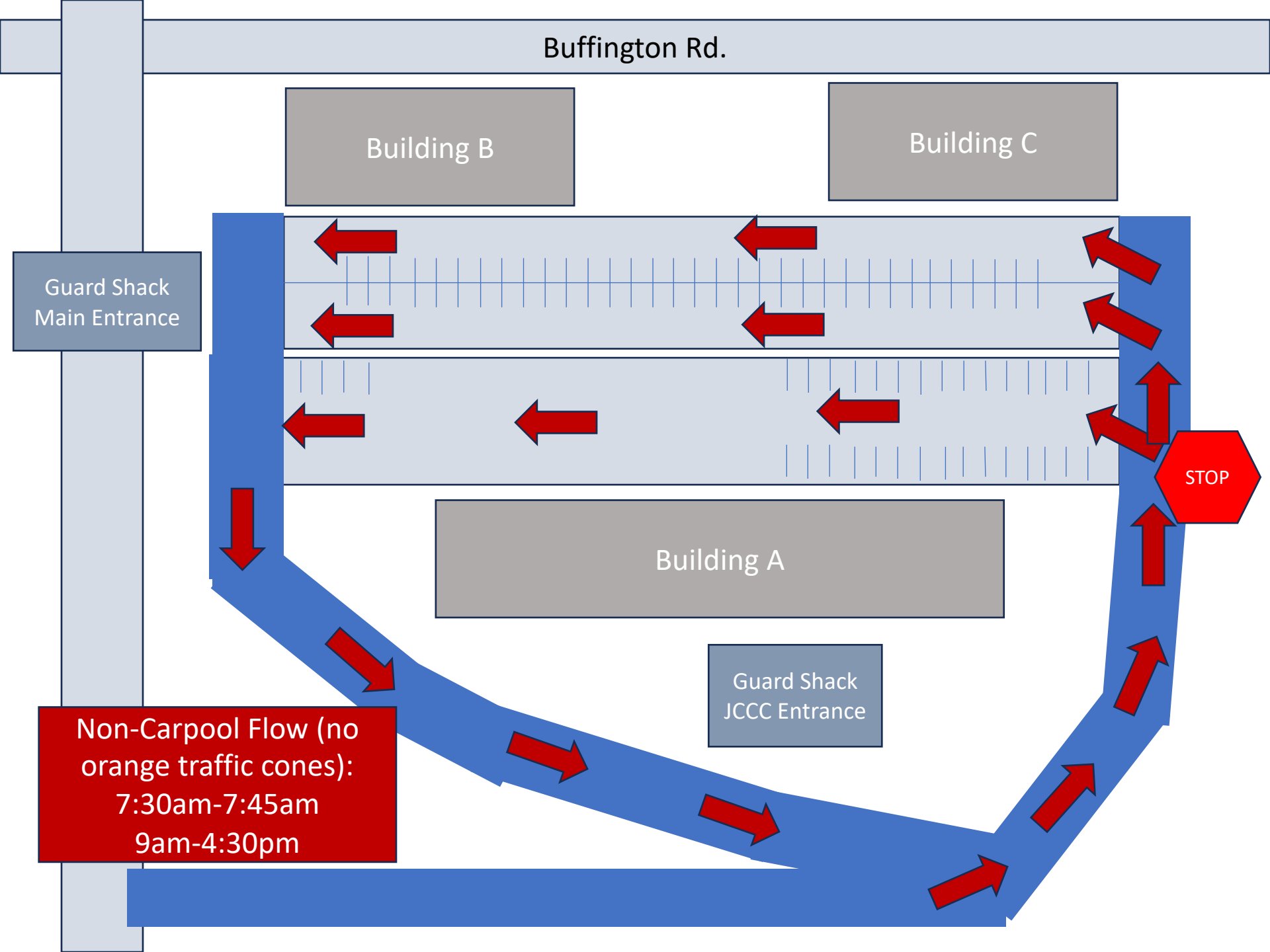
Guard Shack
Main Entrance

Building A

Guard Shack
JCCC Entrance

STOP

Non-Carpool Flow (no
orange traffic cones):
7:30am-7:45am
9am-4:30pm



Driving directions

Carpool Time (7:45-9am, 4:30-5:45pm)

- After confirming entrance at the main guard shack, take the first left into the JCCC campus. Pass the gate pulling around the side of the building.
- Stop at the stop sign as you approach the parking lots.
- All traffic flows to the “upper” parking lot as denoted by orange traffic cones.
- If doing carpool, pull down the lane in the parking lot to the end. Take a U turn to get into one of the two carpool lanes.
- Note: If you are wanting to park in the lower lot, you will have to pass through carpool to access that area.
- The delegate announces on PikmyKid
- Once kids are picked-up, drive straight to merge with other cars entering the JCCC parking lot at the stop sign.
- Drive through the upper parking lot, and exit down the side of the building. You do not exit the same way you came in.
- Drive past the JCCC guard shack
- Turn right to exit the property, passing back by the main entrance guard shack (no need to stop).

Buffington Rd.

Building B

Building C

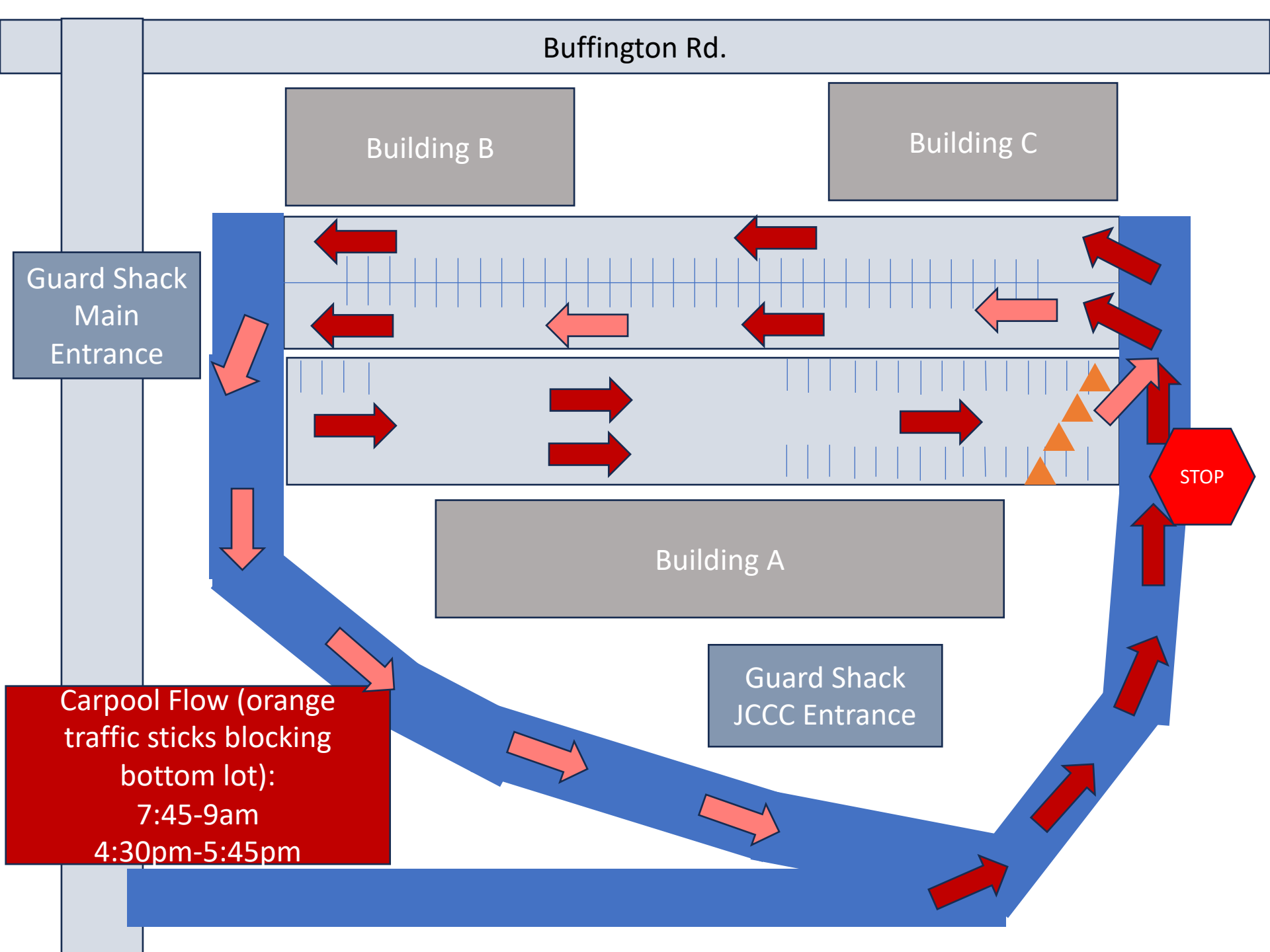
Guard Shack
Main
Entrance

Building A

Guard Shack
JCCC Entrance

STOP

Carpool Flow (orange
traffic sticks blocking
bottom lot):
7:45-9am
4:30pm-5:45pm



Driving reminders + considerations

- Center Hours: 7:30am-5:45pm
- Carpool Times: 7:45am-9am and 4:30pm-5:45pm
- The flow of traffic is recognized by the time or the orange traffic sticks at the stop sign on at the JCCC.
- Please be mindful and considerate of the other drivers and people (little ones) in this process. Here are some ideas but not limited to these:
 - Drive the speed limit or slower
 - If walking in, pause to consider traffic
 - If in carpool or headed to carpool, pause for those exiting or entering the parking lot
 - In carpool, prioritize the lane closest to the building to allow others to pass by to the parking lot

Inside Pick-Up Directions

- Option 1: The alternate delegate will park and call the daycare phone number XXX-XXX-XXXX and let them know who they are, what kids they are picking up.
- Option 2: Walk in to speak with the front desk and show their ID. There should be a note delegating person in the app.