**NOTICE TO PARENTS / GUARDIANS**

**DEPARTURE LOCATION:** Covenant Church

5290 Milwaukee Road, Tecumseh

**EXCURSION DATES:** July 19th – 23rd, 2021

**EXCURSION TIMES:**  9:30am – 12:30pm

**DROP-OFF TIME:** Between 9:05am and 9:20am

**PICK-UP TIME:** Approximately 12:35pm

**PARKING:** Pull around to the backside of the church by turning off of Milwaukee Rd. onto Grange Hall Hwy and parking behind the church building. Please use caution when coming and going while families are transitioning through the parking lot. Enter through the main **FRONT DOORS** each morning for checking in.

**CHECK-IN PROCEDURES:** Each morning, your children need to go directly to the “CHECK-IN” station in the lobby where they will provide the grade they are going into along with their last and first name. If they are Preschool or Kindergarten, you are welcome to escort them to their respective classrooms after checking in. Grades 1 – 6 will have assigned group leaders located along the hallway according to their grade level. At 9:25am, they will all be escorted into the Sanctuary where their day of fun and learning will begin with an Opening Assembly.

**CHECK-OUT PROCEDURES:** After Closing Assembly at 12:30pm, your children will be directed back to their beginning points either in their classrooms (P or K), or back to their hallway positions. When everyone is ready, we will have you walk down the hall to your child’s grade level and/or room, check them out with their group leader, and then continue down the hall in **ONE DIRECTION** out to the closest exit of the building which leads directly to the parking lot. Please drive with caution as you leave the parking area.

**MUSICAL FINALE:** To be determined based on circumstances.

Thank you for your cooperation and we pray that your young travelers have a great week!! **~ROCKY RAILWAY STAFF~**

**~ IMPORTANT INFORMATION ~**

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