

# Let's reduce traffic in the office!

Situation	Steps
Submit paperwork to Jen VanHowe	Email: <a href="mailto:jvanhowe@eaglecreekacademy.com">jvanhowe@eaglecreekacademy.com</a> Fax: 248-475-1616 Mail: 3739 Kern Rd., Oakland, MI 48363
Drop off forgotten lunch, homework, etc	~ Place it on the table in the front vestibule. ~ Call 248-475-9999 to let us know it is there.
Drop off medication	~ Call 248-475-9999. ~ We will meet you in the front vestibule.
Drop off a child mid-day	~ Call 248-475-9999. ~ We will meet you in the front vestibule.
Pick up a child mid-day	~ Call 248-475-9999 in advance. ~ We will get your child ready to go. ~ Call 248-475-9999 when you arrive. ~ We will bring your child to the front vestibule.
Drop off a child at the classroom door (requires special permission)	~ You do not need to sign the check-in form. ~ Please stay in the building less than 5 minutes. ~ Please do not enter the classrooms.
Enter the building for any other reason	~ Call 248-475-9999. ~ Complete the check-in form on the table by the office. ~ Stay 6' from the counter in the office.