



## Randolph Community Learning Center Important Information

### Program Hours

Before School 7:00am-9:00am

After School 3:38pm-6:00pm (2:18 on PLC Days)

Non-School Days 7:00am-6:00pm (see handbook)

### Drop Offs and Pick Ups will be at DOOR 12 (see map)

- Door 12 is straight back from Door 1 (Main Entrance) underneath the Covered Play Area
- Ring the doorbell if no CLC staff are present
- Staff Parking Lot will be available 7:00am-7:59am and 4:01pm-6:00pm
- **STAFF PARKING LOT IS NOT TO BE USED BETWEEN THE HOURS OF 8:00am-4:00pm (School Days)**
- If you are picking up or dropping off during the 8-4 window, you will have to find other parking!
- **DO NOT BLOCK THE PARKING LOT FOR ANY REASON**
- For Pick Ups: Only authorized personnel will be allowed to sign students out (see handbook). The authorized person will be expected to sign the student(s) at every pickup