

NEW! Drop-off procedures

To ensure a contactless drop-off, the following procedure will be used:

- For drop-off, we will use the entrance on 3rd Street.
- This door is directly across from Provisions Grocery Store (permanently closed). You can use the following address to lead you right to the doors: 17 N 3rd St Harrisburg, PA 17101.
- Please look for the large, white sandwich boards that say “WHITAKER CENTER DROP OFF ZONE” on your right.
- You will not need to pay for parking. Please pull up to the curb and turn your 4-way lights on.
- A Whitaker Center staff member will approach your car on the passenger side. The staff member will be wearing their Whitaker Center nametag and wearing a blue and white Whitaker Center branded mask. Please do *not* allow anyone out of your vehicle at this time.
- Please roll down your window and let the staff member know the name of the child/children you are dropping off.
- You will be required to give the first and last name of the individual picking the child up at the end of the day. The staff member will make note of this individual on the roster. This individual will need to show ID at pickup.
- The child’s temperature will be taken while in the car.
- When instructed to do so, the child/children will need to exit the **passenger side** of the car with their **mask on**, directly onto the sidewalk. Don’t forget the lunch in the car!
 - Please note: If you need to help your child with their seatbelt or harness system, you may exit the vehicle but we ask that you maintain social distancing guidelines.
- The child/ children will walk directly into the 3rd Street Lobby to meet another staff member and be escorted downstairs to their classroom so the fun can begin!

NEW! Pick-up procedures

To ensure a contactless pick-up, the following procedure will be used:

- For pick-up, we will use the entrance on 3rd Street.
- This door is directly across from Provisions Grocery Store (permanently closed). You can use the following address to lead you right to the doors: 17 N 3rd St Harrisburg, PA 17101.
- Please look for the large, white sandwich boards that say “WHITAKER CENTER DROP OFF ZONE” on your right.
- You will not need to pay for parking. Please pull up to the curb and turn your 4-way lights on.

- A Whitaker Center staff member will approach your car on the passenger side. The staff member will be wearing their Whitaker Center nametag and wearing a blue and white Whitaker Center branded mask. Please do *not* allow anyone out of your vehicle at this time.
- Please roll down your window and let the staff member know the name of the child/children you are picking up.
- You will be required to show your ID and the staff member will check this to the morning drop off documentation.
- The staff member will then radio for the child to come up from the classroom.
- When instructed to do so, the child/children will need to enter the **passenger side** of the car. At this time, they can remove their mask and you are ready to hit the road!
 - Please note: If you need to help your child with their seatbelt or harness system, you may exit the vehicle but we ask that you maintain social distancing guidelines.