



Arrival and Dismissal Procedures

Effective March 2021

Arrival: Begins at 8AM only (caregivers needing an earlier drop off time, must secure before care).

Policies

- Due to COVID-19: arrival is BY CAR only. Parents are not permitted to walk onto campus, or to park on Faxon/Graham/Summer and walk onto campus.
- **Students may not just be dropped off and left on our campus. All students must be temperature screened inside a vehicle and in the presence of a care-giver. If you need early drop off/care you will need to contract with the YMCA or Aftermath for before-care.**
- Caregivers who drop students off early and without completing the in-car screening will be asked to return to campus to pick up the student.
- Students arriving late will need to be walked by a parent/caregiver to the front door (all grades) to be temperature checked. Students may not approach staff/the building without a caregiver.

Procedures

- Kindergarten, 1ST and 2ND grade students will enter the building from the **BACK PARKING LOT ONLY.**
- 3rd, 4th, and 5th Grade students will enter the building from the **FRONT PARKING LOT ONLY.**
- Families with students in both grade bands (i.e. a K-2 student **AND** a 3-5 student) will enter from the **BACK PARKING LOT ONLY.**
- Caregivers may **not** exit their vehicles and must pull to the cones/monitor. Students should be seated on the curb side of the vehicle and unbuckled.
- Caregivers will roll down their window and the monitor will check the student's temperature. A sticker will be provided to indicate the student is "cleared" to enter.
- Students will then be directed to their assigned doors .
- Breakfast will be served in the classroom.

***Before care entry is from 6:30-7:50 and occurs in the front drive per each program's individual policy.**

***Special Education and Functional Skills students not riding the bus will park on Tutwiler and enter through Door 11 of the annex building. Parents may not enter the building.**

***Students who fail the temperature screening after two attempts will not be permitted to exit their vehicle or enter the building.**



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Dismissal: is by grade. Please become familiar with your time and location.

Policies

- Caregivers will not be allowed to enter the building, or grounds to pick up their student(s).
- Students will depart the school building at exits specified and at the times specified. Caregivers who enter the campus early, or at the wrong location, will be asked to circle the block/drive to the correct location. Students will not be released early or from an alternate location.
- **Caregivers will not** be allowed to exit their cars, park, or gather in groups while waiting for students to dismiss.
- **Caregivers may not exit their vehicle.**
- Please note that dismissal might take more time than in the past. This is because we have to maintain CDC guidelines for social distancing and COVID safety.
- Students not picked up by 3:30 will be lined up under the front porch. This is because it will be difficult to maintain cohort integrity. Students not picked up by 3:40 will be sent to aftercare. A charge may incur.
- **Early dismissal ends at 2PM. Caregivers should remain in their vehicles and call the front office to dismiss their student(s).**

Procedures

- Kindergarten students will begin dismissing at 2:30P from the **back parking** lot ONLY.
- 1st and 2nd Grade Students will begin dismissing at 2:45P from the **back parking** lot ONLY. Cars should enter the drive and pull to one of the cones.
- Families with a Kindergarten AND a 1st or 2nd grader will wait until 2:45P for pick-up.
- Students in grades 3-5 (single car-riders or carpool groups with **all** students in grades 3-5) will be dismissed beginning at 3:05P from the front drive ONLY.
- Sibling/Carpool Dismissal for families in multiple grade bands (i.e. one in K-2 and one in 3-5) will not begin until 3:10 and will be in the **back parking lot**. Please do not enter campus until that time.

*Students will be loaded into cars on the curb side ONLY. Teachers will not walk students around cannot assist with buckling seat belts.