

# DROP-OFF PROCESS

*All students and staff are to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19.*

## **We will be doing a drive-by car drop off in the playground from 8:00-8:15 am.**

- Parents will pull into the Parish lot, similar to the drive-by parade routes.
- Below is a diagram of the correct procedure.
- Staff will verbally screen students for COVID-19 symptoms.
- Please wear a mask at all times when on school property, that includes while in your own vehicle while interacting with staff.
- Students exit and enter their vehicle independently from the passenger side and head to their assigned entry door.
- Parents remain in their vehicles at all times.
- Carpools: Students who arrive by carpool are reminded that each person must wear their mask for the entire duration of the time in the car.



## **Walkers/Bike Riders:**

- Must walk/bike to Tobin Pavilion/Library to be screened and then will proceed to their assigned door.
- Must wear a mask at all times and 3' distance from other students.
- Bikers must walk bikes when on campus.
- Bikes will be parked in the pavilion.

## **Students are assigned the following entry door for check-in:**

- Pre-K Door - Pre-K
- Main – 2, 3, 5A, 6C, 7, 8B
- Backstop (behind baseball cage) - K, 1, 5B, 6A, 6B, 8A, 8C
- Art & Music Rooms- 4

## PICKUP PROCESS

- Dismissal is from 3:00-3:15pm (2:00-2:15pm on Wednesday), with walkers and bikers leaving the premises first.
- 3:00pm (2:00pm Wednesday) teachers will walk their classes out to the playground to be picked up on the same route as drop-off.
- The car line will be opened at 2:40pm (1:40pm Wednesday) for cars picking up.
- Parents, please do not use drop-off or pick-up to discuss any questions with the teachers.
- Parents are not allowed on the playground.
- The playground equipment is not allowed to be used during drop-off and pick-up.
- Students walking may pick up their younger siblings outside at their designated class location. Students getting picked up in carline remain with their classes until their car arrives.
- If your child needs help getting in and out of the car, please comes towards the end of the pickup window.
- Students who are not picked up by 3:15pm will remain outside in the portico until their ride arrives.