



August 2020

DROP-OFF and PICK-UP PROCEDURES

NUMBER CARDS: Each family will be given a large number card to display in their car window at pick-up. As our school size increases, our staff will be able to keep up with cars and kids more efficiently. Two cards will be issued per family. Please let us know if you need to order additional cards for carpool or extended family.

GAPS: To keep the line moving, please pull ahead and fill in gaps as other cars pull away, allowing cars behind you to move up as well. ***Please do not leave spaces in the middle if you're waiting, and don't cut into the middle of the line as you arrive.*** Find a place at the end of the line instead. For purposes of safety, children will only be released to cars near the front of the building, and not across the street or down the end of the line.

STAY IN CAR: Please do not get out of your car while in line. If you need to come inside or visit with another parent, please use the parking lot behind the school. This will allow the line to move along more quickly and help us keep your children safe. Children should get in the car and not loiter outside or visit with other children along the curb and sidewalk.

MORNING: Please do not come into the building or your child's classroom before school. Class needs to start on time at 8:00 without delays. Please have your child wait at the bottom of the stairs before being called to the top for temperature testing. Please wait until you get the go-ahead that your child's temperature has been checked and passed. If you need to speak to your child's teacher, please schedule a time after school (a virtual meeting is preferred).

EARLY DISMISSALS: Will be handled on Edendale street, at the side door. Please inform the school in advance and come into the office to sign your child out. ***This year each parent/guardian will need to have their temperature checked before entering the building.***

I.D.: To ensure the safety of your children, we may ask for I.D. at pick-ups and/or early dismissals. A teacher or staff member who is not familiar with you or an extended family member needs to be certain of who they are releasing your child to.

*Drop-Off /Pick-up Line will continue to operate on Bowles Park, but please keep the line on Bowles Park as much as possible, breaking for a gap at Edendale to allow traffic to flow through. When the line extends past Edendale, please wait on Bowles Park and pull up in front of the building only as space opens up. Do not wrap the line around the corner onto Edendale (although you may park where the vehicle may be visible). Please do not park across the street, along the rotary, etc.

(See attached map)

