

## **Drop off Procedures (ALL grades)**

Before leaving your home each morning we will ask you to review your child's current physical health using the "health check" form attached. These questions will help you make the responsible decision on whether your child(ren) should come to school or stay at home.

**Thank you in advance for understanding the seriousness of this procedure as it will help us in maintaining a safe and healthy campus.**

We ask our families to please arrive for drop-off between 8:15am-8:25am.

Once arriving to school, students may proceed to the hallway or back door of their classroom for entry. If students are earlier than 8:15, they will need to be signed into morning care.

### **Traffic Pattern Drop off Procedures for 2<sup>nd</sup>-12<sup>th</sup> grade:**

1. As you arrive to campus, please pull forward through the open gate as you maintain the 5 m.p.h. speed limit through the parking lot driveway.
2. Please pull forward as far as possible to the head of the line to accommodate other vehicles behind you.
3. Form a single/one-way line. Leaving room on left if cars need to pass by.
4. Keep the flow of traffic moving by leaving as soon as your child has exited the vehicle. (Note: if you would like to walk your child up to the hallway, please park in a designated parking spot and be cautious as you walk them up to the double hallway doors. A staff member will greet you there and escort the child to his/her class.
5. If for any reason there is an issue, please exit the school driveway onto Haverhill Rd., turn right and turn right again onto “Cambridge Street” and park along the outside of fenced area in front of the school office. Do not block the flow of traffic by leaving your car unattended in driveway. **NOTE: Right turn from our parking lot driveway is NOT permitted when crosswalk light is RED.**

### **Traffic Pattern Pick up Procedures 2<sup>nd</sup>-12<sup>th</sup> grade:**

1. Arrive at the school at the exact time of your child’s dismissal or 5 minutes later. Early arrivals cause a dangerous back-up of cars on Haverhill Road.
2. Maintain the 5 m.p.h. speed limit
3. Please pull forward as far as possible to the head of the line to accommodate other vehicles behind you. Pick up will take place under the awning (art wall) along the south side of our school building.
4. Form a single/one-way line. Leaving room on left if cars need to pass by.
5. Keep the flow of traffic moving by leaving as soon as your child has been picked up. Dismissal times are as follows – (2:30pm K-4th grade) (2:45pm 5th-7th grade) and (3:00pm 8th-12th grade). If you have multiple children, please plan to pick up at the dismissal time for your OLDEST child. Younger students may stay in aftercare and wait for their older sibling to be picked up.

### **Additional Arrival and Dismissal Procedures for students walking to school, riding a bicycle, or driving their own car.**

- When arriving to school, students are to proceed immediately to their homeroom classroom door. Students are not to loiter in the parking lot or anywhere on campus.
- When dismissed students are to leave campus immediately and not loiter in the parking lot or anywhere on campus.
- Students staying in aftercare will remain with their homeroom teacher, then be escorted to aftercare 15 minutes after their dismissal time.

### **Arrival Procedures for K-1st grade**

1. Arrive in front of classroom (420 Jackson Ave.) between 8:15-8:30. If for any reason all parking spots are taken, please drive around through church parking lot and wait at exit until a spot opens in front of the classroom.
2. Parents may proceed to walk their child up to the gate to meet staff members.
3. To avoid causing a back up of parked cars, we ask for you to leave as soon as your child is dropped off. Thank you.

### **Dismissal Procedures for K-1st grade**

1. Arrive in front of classroom (420 Jackson Ave.) between 2:30-2:45. If for any reason all parking spots are taken, please drive around through church parking lot and wait at exit until a spot opens in front of the classroom.
2. Parents, we ask you please stay in your vehicle and wait for a staff member to escort your child to the vehicle.
3. To avoid causing a back up, we ask for you to leave as soon as your child is picked up. Thank you.
4. Students staying in aftercare will remain in their homeroom classroom until 2:50pm, then be escorted across the street to aftercare.

### **School Hours**

**Monday – Friday – 8:30 am – 2:30 pm (Kindergarten thru 4<sup>th</sup> grade)**

**Monday – Friday – 8:30 am – 2:45 pm (5<sup>th</sup> thru 7<sup>th</sup> grade)**

**Monday –Friday – 8:30 am – 3:00 pm (8<sup>th</sup> thru 12<sup>th</sup> grade)**

## IS YOUR CHILD “HEALTH CHECK CLEARED”???

Before leaving your home each morning, each family will use the symptom list below to determine whether your child should come to school or stay home. Thank you in advance for understanding the seriousness of this procedure as it will help us in maintaining a safe and healthy campus.

### Does your child have any of the following symptoms?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Extreme Fatigue
- All over muscle or body aches
- Persistent Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose (even if clear)
- Nausea or vomiting
- Diarrhea

**\*Please note: If your child has been given medication to relieve any of these symptoms, this affirms they are sick and will need to wait until they are no longer symptomatic to return to school.**

\*This list does not include all possible symptoms of Covid-19, Flu type A/B, or other contagious viruses, however, **if you answered YES to any of the symptoms above, we ask for you to please keep your child(ren) home from school and monitor the health of your family.**

Also, if your child has **tested positive for ANY contagious virus, please be sure to turn in a doctor’s note with a date of return to school.**

**If you have any questions or need to inform us of a situation or illness, please contact Mrs. Fritsch through the Remind text message system, email, or call 561-965-0363, so your child is excused from school. Thank You.**