

# DROP-OFF AND PICK UP PROCEDURES

## MORNING DROP-OFF PROCEDURES

### UPPER SCHOOL STUDENT DRIVERS

7:45: US student Medbot verifications begin.

- 7:45 is the earliest time students are allowed into US buildings.
  - There will be no access to the athletic locker rooms until after 3:45 pm.
- US student drivers will enter campus and veer RIGHT at the fork.
- US student drivers will stop in front of the North Gym for Medbot verification.
- Students are required to wear face covering as they approach Medbot verification.
- Coaches/US faculty will perform Medbot verification.
  - A GREEN check mark with correct date = student allowed to park and proceed into the US buildings.
  - A RED X = student not allowed out of car; must depart campus immediately and call the TVS nurse from home.
- A student who has not completed the health screening will pull to the side and contact his/her parents to complete the health screening BEFORE being allowed to proceed.
  - A temperature check will be performed by the Coach/US faculty member to complete the health screening.
- A student with no cell phone device will pull to the side and the coach/US faculty member will check the dashboard to see if the health screening was completed and has a green check mark. If so, the student will park and proceed into the buildings.
- 8:45: Medbot verification at the North Gym will end.
- Security will conduct Medbot verifications the remainder of the day at the guardhouse.

### UPPER SCHOOL STUDENTS RIDING WITH PARENT DRIVERS

7:45: US student Medbot verifications begin.

- 7:45 is the earliest time students will be allowed into US buildings.
  - There will be no access to the athletic locker rooms until after 3:45 pm.
- Parents should not arrive earlier than 7:45.
- Parents must remain in the vehicle at all times.
- Parent drivers should proceed to the US circle.
- Vehicles will stop in the US circle for Medbot verification.
- Students are required to wear face covering as they approach Medbot verification.
- Coaches/US faculty will perform Medbot verification.
  - A GREEN check mark with correct date = student allowed to proceed into the US buildings.
  - A RED X = student not allowed out of car; must depart campus immediately and call the TVS nurse from home.
- A student who has not completed the health screening will pull to the side where his/her parents will complete the health screening BEFORE being allowed to proceed.
  - A temperature check will be performed by the coach/US faculty member to complete the health screening.
- A parent with no cell phone device will pull to the side and the coach/US faculty member will check the dashboard to see if the health screening was completed and has a green check mark. If so, the student may proceed into the buildings.
- 8:45: Medbot verification at the US circle will end.
- Security will conduct Medbot verifications the remainder of the day at the guardhouse.

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Note: In case of inclement weather, Medbot verification will be performed by the nurse across all divisions after students are inside buildings.

## MIDDLE SCHOOL DROP-OFF

8:00: MS gate opens.

- Parents should not arrive earlier than 8:00 to line up.
- Parents must remain in the vehicle at all times.
- Vehicles should proceed to the MS circle.
- Vehicles will stop in the MS circle for Medbot verification.
- Students are required to wear face covering as their vehicle approaches the MS circle.
- Coaches/MS faculty will perform Medbot verification.
  - A GREEN check mark with correct date = student allowed to park and proceed into the MS buildings.
  - A RED X = student not allowed out of car; must depart campus immediately and call the TVS nurse from home.
- A student who has not completed the health screening will pull to the side where his/her parents will complete the health screening BEFORE being allowed to proceed.
  - A temperature check will be performed by the coach/MS faculty member to complete the health screening.
- A parent with no cell phone device will pull to the side and the coach/MS faculty member will check the dashboard to see if the health screening was completed and has a green check mark. If so, the student will exit the vehicle and proceed into the buildings.
- If there is no cell phone and the family did not fill out the screening that day, the vehicle will pull to the side where parents will complete the health screening with the faculty member BEFORE being allowed to proceed.
  - A temperature check will be performed by the faculty member to complete the health screening.
- 8:30: Medbot verification at the MS circle will end.
- Security will conduct Medbot verifications the remainder of the day at the guardhouse.

Note: In case of inclement weather, Medbot verification will be performed by the nurse across all divisions after students are inside buildings.

**Please note: MS students with LS siblings will be dropped off at LS and walk to the MS buildings.**

## LOWER SCHOOL DROP-OFF

8:00: LS drop-off begins.

- Parents should arrive no earlier than 7:55 to line up.
- Parents must remain in the vehicle at all times.
- Pre-K, K, 1st- and 2nd-grade vehicles should proceed to the LS circle, where they will stop in line around the LS circle for Medbot verification.
- Third-grade and 4th-grade vehicles will stop in line around the Great Hall front doors.
- Students are required to wear face coverings as their vehicle approaches the Medbot verification areas.
- Central Admin and LS faculty will perform Medbot verification at the Lower School circle and Great Hall front doors.

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- A GREEN check mark with correct date = student allowed to proceed into the LS buildings.
- A RED X = student not allowed out of car; must depart campus immediately and call the TVS nurse from home.
- Central Admin and LS faculty will escort students to their classrooms.
- A student who has not completed the health screening will pull to the side where his/her parents will complete the health screening BEFORE being allowed to proceed.
  - A temperature check will be performed by the Central Admin or LS faculty member to complete the health screening.
- A parent with no cell phone device will pull to the side and the Central Admin or LS faculty member will check the dashboard to see if the health screening was completed and has a green check mark. If so, the student will exit the vehicle and proceed into the buildings.
- 8:30: Medbot verification at the LS circle and Great Hall will end.
- Security will conduct Medbot verifications the remainder of the day at the guardhouse.

Note: In case of inclement weather, Medbot verification will be performed by the nurse across all divisions after students are inside buildings.

**Please note: MS students with LS siblings will be dropped off at LS and walk to the MS buildings.**

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## AFTERNOON PICKUP PROCEDURES

### UPPER SCHOOL PICKUP

3:45: US classes end.

- Student athletes walk to designated team / cohort locations for health screen verification. Staggered dismissal for student athletes.
- Student drivers not in athletics depart campus.
- Parents pick up US students at US circle. Parents begin lining up no sooner than 3:45 pm. Parents should have student ID clearly displayed on a placard.
- As parents approach US circle, US faculty inputs students' ID numbers into DISMISSAL TOOL. US faculty monitors DISMISSAL TOOL dashboard and dismisses students when students appear in the queue.
- Students go to the US circle, enter appropriate vehicles, and depart campus.

### UPPER SCHOOL ATHLETICS PICK UP (decisions about athletics start dates are still being determined)

- Athletics pickup begins at various times, starting at 6:30.
- Team coaches will provide specific pickup times.
- Post-practice showers are prohibited.
- Student drivers depart campus.
- Varsity Field Hockey pickup at the North Field.
- JV Field Hockey and JV football pickup at the Athletic breezeway.

# DROP-OFF AND PICK UP PROCEDURES

- Varsity football pickup in front of North Gym doors.
- Girls' Varsity volleyball TBD.
- Boys' Varsity volleyball TBD.
- Cross Country TBD.

## MIDDLE SCHOOL PICKUP

5th and 6th grade

3:30: parents pick up 5th- and 6th-grade students at the Middle School circle.

- Parents begin lining up no sooner than 3:30 pm.
- Parents should have student ID clearly displayed on a placard.
- As parents approach the MS circle, MS faculty inputs students' ID numbers into DISMISSAL TOOL.
- MS faculty monitors DISMISSAL TOOL dashboard and dismisses students when students appear in the queue.
- Students go to the MS circle, enter appropriate vehicles, and depart campus.

7th and 8th grade not participating in Athletics

2:45: parents pick up students not participating in Athletics at MS circle.

- Parents begin lining up no sooner than 2:45 pm.
- Parents should have student ID clearly displayed on a placard.
- As parents approach MS circle, MS faculty inputs students' ID numbers into DISMISSAL TOOL.
- MS faculty monitors DISMISSAL TOOL dashboard and dismisses students when students appear in the queue.
- Students go to the MS circle, enter appropriate vehicles, and depart campus.

7th- and 8th-grade student athletes (decisions about athletics start dates are still being determined)

3:30: parents pick up student athletes in front of North Gym.

- Parents begin lining up no sooner than 3:30 pm.
- Parents should have student ID clearly displayed on a placard.
- MS coaches will assist with student athlete pickup.
- MS student athletes will not be allowed to return to MS buildings.
- Post-practice showers are prohibited.

## LOWER SCHOOL PICKUP

2:00 Pre-K and K pickup at LS circle.

- Parents begin lining up no sooner than 2:00 pm.
- Parents should clearly display student ID on a placard.
- As parents approach the LS circle, Central Admin or LS faculty inputs students' ID numbers into DISMISSAL TOOL.
- Central Admin or LS faculty monitors DISMISSAL TOOL dashboard and dismisses students when students appear in the queue.
- Students go to the LS circle, enter appropriate vehicles, and depart campus.

2:50 First- and 2nd-grade pickup at LS circle.

2:50 Third- and 4th-grade pickup at Great Hall.

- As parents approach the LS circle/Great Hall, Central Admin or LS faculty inputs students' ID numbers into DISMISSAL TOOL.

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- Central Admin or LS faculty monitors DISMISSAL TOOL dashboard and dismisses students when students appear in the queue.
  - Students go to the LS circle or Great Hall, enter appropriate vehicles, and depart campus.
- Please note the following:
- Older siblings will always proceed to the pick-up area of the younger sibling.
  - Any pre-k or kindergarten student with a sibling being dismissed at 2:50 will be allowed to remain in his/her classroom with the teacher from 2:00 to 2:50.
  - Any student dismissed at 2:50 with a sibling being dismissed at 3:30 will be allowed to remain in his/her classroom with the teacher from 2:50 to 3:30.
  - Unfortunately, pre-k or kindergarten students dismissed at 2:00 will not be allowed to remain in their classroom until the 3:30 dismissal.

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