

Drop-Off/Pick-Up Procedures

In an effort to protect the health of our students and teachers during this period of COVID-19, we will restrict access to our buildings under the modified traditional school day. This restriction will impact our drop-off and pick-up procedures. Below is a plan by division for drop-off and pick-up for students.

LOWER SCHOOL DROP-OFF

Lower school students will be dropped off in the car line. The lower school traffic pattern for drop-off can be found in the Back to School Guide on our [website](#). Face coverings should be worn during drop-off for all lower school students if at all possible.

If you wish to walk your student to the building, you can walk 3rd-5th graders to the doors of the main Children's Building entrance at our Early Education Center and park in the lot near that entrance. Kindergarten – 2nd grade students can be walked to the doors at the building near Point D on the traffic map. You may park in the main church sanctuary parking lot.

To protect our students and staff from potential spread of COVID-19, we will not be able to allow parents to walk students to class to begin the school year. Metrolina staff will be present at both entrances to greet your children and make sure they get to class. When COVID-19 conditions improve, we will allow parents who wish to walk their students in to once again do so.

The only exception to this will be Kindergarten students the first seven (7) days of school. Kindergarten students can be walked in by one parent to class those first seven (7) days and will be provided a safe entrance and exit. Parents must wear a mask to enter the building.

Lower School students who are paying for before school care can be dropped off as early as 7 a.m. If you are not a part of the before school program, then you should not arrive before 7:35 a.m. as doors will open to the building at that time.

UPPER SCHOOL DROP-OFF

Upper school students will be dropped off in the car line. The Upper School traffic pattern for drop-off can be found in the Back to School Guide on our [website](#).

We will not be able to allow parents to walk students to class to begin the school year to protect our students and staff from potential spread of COVID-19. Metrolina staff will be present at entrances to greet your children and make sure they get to class.

Upper School students who are paying for before school care can be dropped off as early as 7 a.m. Middle School Students who are not a part of this program should not arrive at school earlier than 7:45 a.m. as a morning room holding area will not be available. Doors to middle school classrooms will open at that time and students will go to their classrooms. High school students who are not a part of the before school care program should not report until 8:05 a.m. as doors to classrooms will open then. Students will again proceed to their classrooms at that time.

LOWER AND UPPER SCHOOL PICK-UP

Lower and upper school pick-up will remain the same as in years past. The pick-up patterns and procedures can be found in the Back to School Guide on our [website](#). We will provide more social distancing for the students in this pattern. Lower school students will be spread out and face coverings are recommended to be worn. Middle school students will be spread out and face coverings must be worn at pick-up. High school students must wear face coverings at pick-up. Dismissal times for student drivers will be staggered to reduce numbers.

We recommend parents picking up lower school students drive through the car line. Parents who walk up to the building to pick up their child must wear a mask.