



DROP OFF & PICK UP INFORMATION (updated February 8th)

1- Every morning BEFORE your child leaves home

- **Parents must take their child's temperature and complete the health form on SNAP Health Portal (www.studentehr.com).** If the form has not been completed your child will not be allowed to attend school.
- In addition, bus riders are required to write on an index card the **date, name** of their child, **SNAP screening questionnaire submitted with a "NO" answer to all questions** and their **child's temperature** each morning. If a child does not have his/her card the bus driver will give him/her an assigned seat and s/he will be sent to the nurse office upon arrival at the school. The nurse will contact the family.
- **Provide your child with 2 masks every day.** Your child should wear a clean one each day of the week and have available a second one (back up) in case their mask becomes soiled or wet.
- **Provide your child with a lunch box with his lunch meal + a snack + a bottle of water.** IMPORTANT: Please respect our nut free policy.
- **Parents must display a sign in the front passenger window of their vehicle** indicating the student's name and class.

2- Morning Drop-off & Bus Transportation

2.1 Drop-off hours on campuses

PS & MS	GSA, B, C	CP/1st grade - IMMERSION classes	CE1/2nd grade	CM1/4th grade	CE2/3rd grade - CM2/5th grade
Bradley campus, 7108 Bradley Blvd., Bethesda		Rollingwood campus, 3200 Woodbine S., Chevy-Chase		Forest Road campus, 9600 Forest Rd, Bethesda	
Tel: 301-767-1683		Tel: 301.907.3265		Tel: 301.530.8260	
8:30am - 8:45am	8:45am - 9:00am	8:20am - 8:30am	8:10am - 8:20am	8:10am - 8:20am	8:20am - 8:30am
		Kiss and ride in front of the building		Access Road *	
Daily Health Questionnaire verification to be completed at the parking lot drop-off (Kiss and Ride for Elementary)					

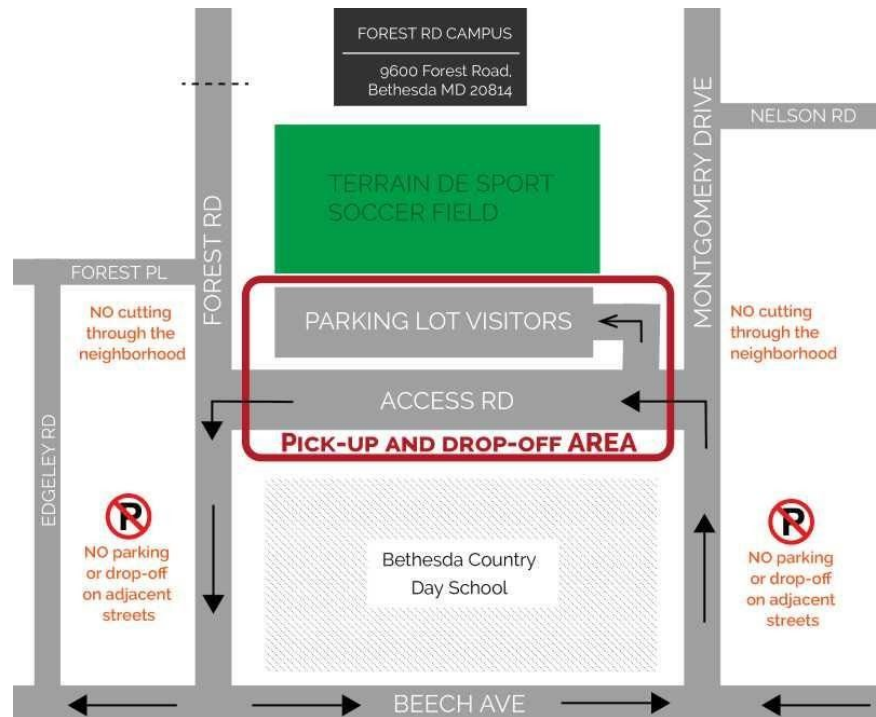


6e/6th grade - 5e/7th grade - 4e/8th grade	3e/9th grade - 2de/10th grade	1re/11th grade - Tle/12th grade
Forest Road campus, 9600 Forest Rd, Bethesda		
Tel: 301.530.8260		
8:00am - 8:10am	8:10am - 8:20am	8:20am - 8:30am
Access Road * (all secondary (6th - 12th) will be doing their Daily Health Questionnaire verification at the entrance to their class building		

*** Forest Road - Access**

Road:

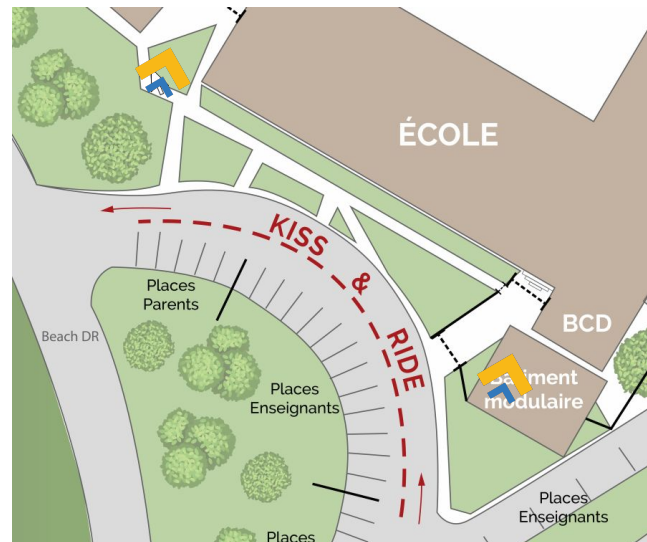
All vehicles must enter Access Road only from Montgomery Drive and exit only onto Forest Road (See the map below for route instructions) Drivers must be attentive to the one-way route in the Access Road parking area.





Rollingwood:

- All Students will be directed to their designated entrance by staff
- **Children in CPB, CPE, IMM, CE1E and CE1F will be directed by our staff to enter the building by the main gate**
- **Children in CPA, CPC, CE1B and CE1D will be directed by our staff to enter the building by the gate located between the main building and the portables on the far left side of the building.**



2.2 Rollingwood & Forest Rd campuses process

- Before letting your child get out of the car a school personnel will check if the SNAP health form has been completed. If not completed your child will not be allowed to attend school (hint: you may want to consider keeping a thermometer in your car for this purpose)
- If your child did not have his health card before boarding the bus s/he will be sent to the nurse office upon arrival at the school. The nurse will contact the family.
- School personnel will help unload your child from the car (or the bus), supervise and walk him/her to his/her classroom with his/her classmates safely.
- **Please make sure that you have a sign with the name and class of your child clearly displayed on your windshield, for drop-off AND pick-up. Thank you.**

2.3 Bradley campus process

- The individual child's parent/guardian who is dropping off the child should take the child's temperature upon arrival while being directly observed by child care program staff.
- After parking, MS parents/guardians will walk their child to the classroom door: PS through the main entrance, MSA through the left aisle of the building, MSB through the right aisle of the building.
- If your child did not have his health card before boarding the bus s/he will be sent to the nurse office upon arrival at the school. The nurse will contact the family.



3- Afternoon Pick-up

PS & MS		GSA, B, C		CP/1st grade & IMMERSION classes	CE1/2nd grade	CE2/3rd grade	CM1/4th grade	CM2/5th grade
Bradley campus, 7108 Bradley Blvd., Bethesda			Rollingwood campus, 3200 Woodbine S., Chevy-Chase			Forest Road campus, 9600 Forest Rd, Bethesda		
Tel: 301-767-1683			Tel: 301.907.3265			Tel: 301.530.8260		
12:00pm	12:15pm	3:10pm CPA + B 3:20pm CPC + E + IMM Circle in front of the school	3:00pm Circle in front of the school	3:15pm Access Road	3:05pm Access Road	3:25pm Access Road		

6e/6th grade	5e/7th grade - 4e/8th grade	3e/9th grade - 2de/10th grade	1re/11th grade - Tle/12th grade
Forest Road campus, 9600 Forest Rd, Bethesda			
Tel: 301.530.8260			
3:25pm without elective class, otherwise 5:30pm Access Road	3:30pm without elective class, otherwise 5:30pm Access Road	3:35pm without elective class, otherwise 5:35pm Access Road	3:40pm without elective class, otherwise 5:40pm Access Road