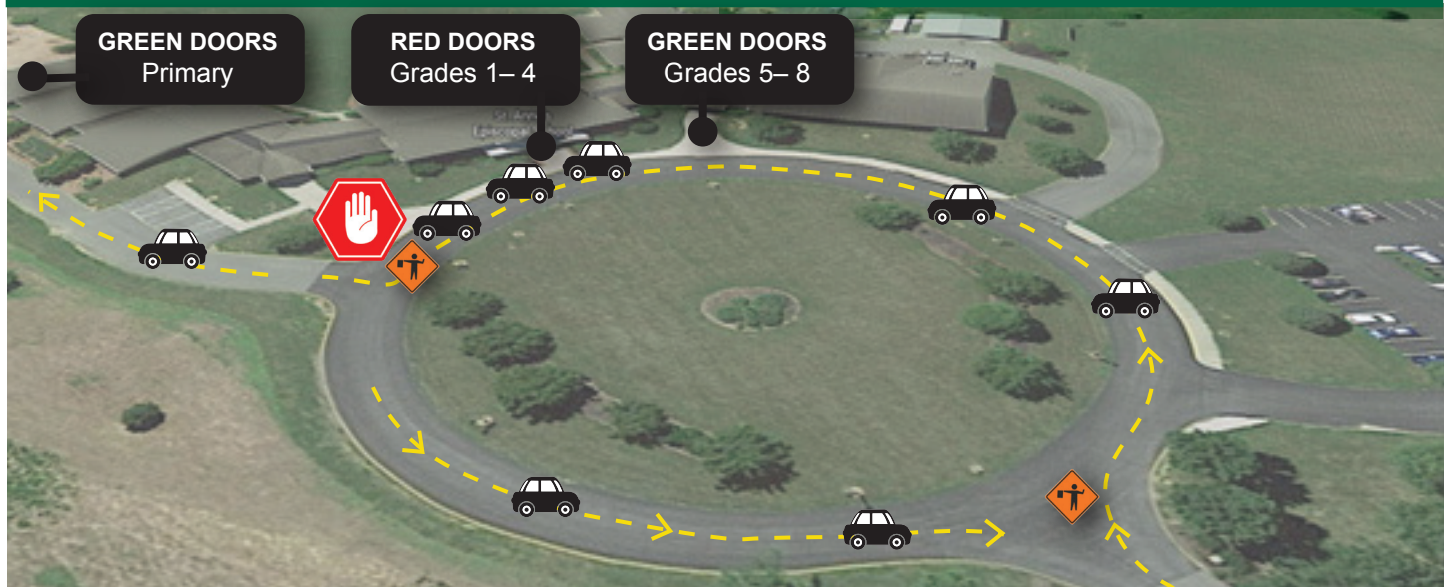


Arrival and Departure Procedures



Map of Arrival and Entering the Building

Pre-Arrival

- [Please review the Heron Health and Wellness pledge.](#)

Arrival

- Car line drop-off begins at 7:30 am in the car line circle.
- All cars will follow the same path. Enter the car line circle from the lane.

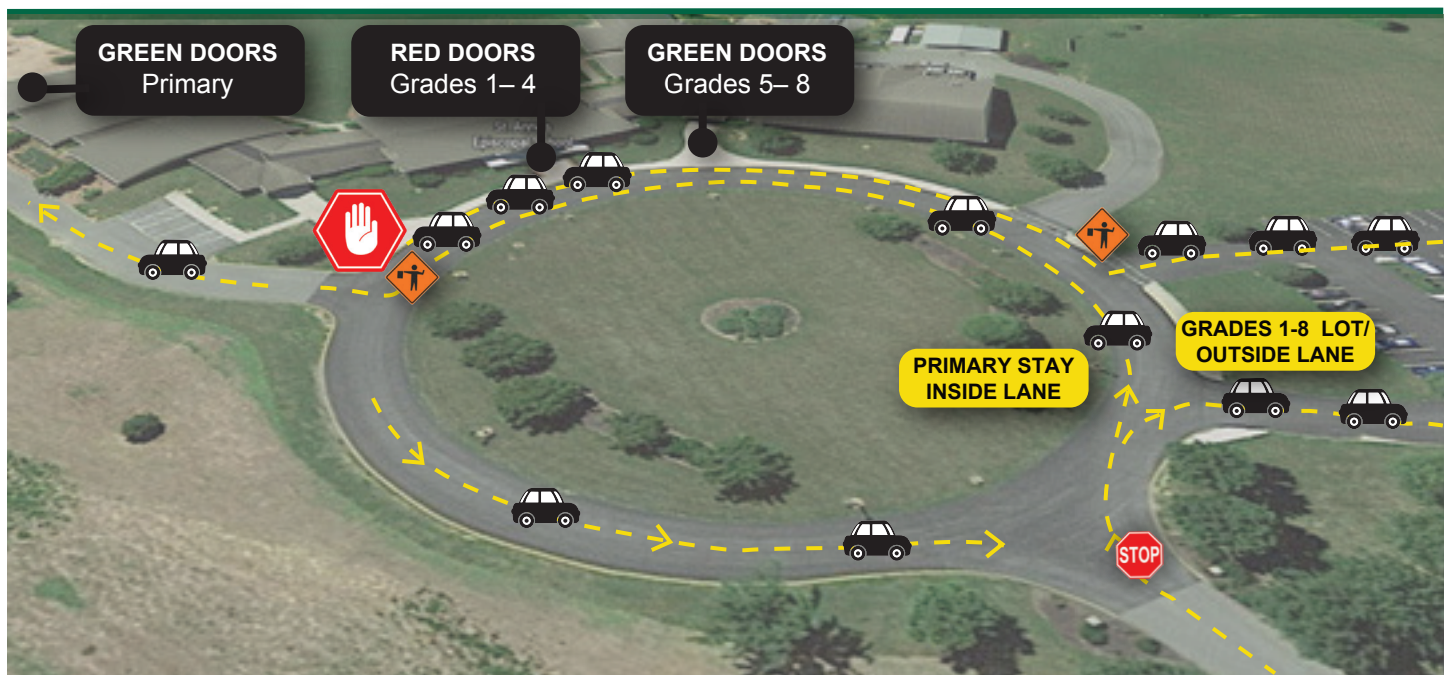
UNLOADING

- There will be two adult helpers to unload children.
- Pull up along the MS/LS carline circle (outside) or Primary School (PS, PK, K) carline drive (inside).
- Pull up as far as you can to the front of the circle even if it means pulling past your child's entrance in order to maximize the number of students who can exit vehicles during stopped traffic, helping the speed up drop off.
- Students should gather his/her things, including his/her lunchbox, extra mask, and water bottle, and then proceed to the entrance designated for his/her grade level.

- **MS/LS Unloading:** Once the vehicle has stopped, the MS/LS students should exit and walk up the sidewalk.
- **Primary Unloading:** A Primary teacher will unload children and help/direct them inside to their classroom.
- The bus will unload in the main car line circle and younger students will be walked to their classes as needed.

Entering the building

- **Primary students** enter through the Green doors at the end of the Primary School driveway. One teacher from Primary will be in the circle to receive students, unbuckle, and walk the student to the door.
- **Grades 1-4** enter through the Red doors.
- **Grades 5-8** enter through the MS Green doors to the right of the Red doors.
- Students should maintain physical distancing from other students and use the hand sanitizer provided just outside the doorway immediately before entering the school building.



Map of Dismissal

Dismissal

- School transportation vans/buses will remain in the car line circle for dismissal until loaded and cleared for departure.
- Please ensure your car tag is clearly visible in the front right-hand corner of your vehicle's dashboard.

THE CAR LINE AND THE VEHICLE MOVEMENT

- The first car in the car line should stop at the end of the lane and wait for dismissal to begin .
- **MS and LS student cars** will follow the vehicle in front of them as they loop through parking lot and proceed on the outside of the circle. Please pull **all the way up** the Lower School entrance.
- **Primary School student cars** will follow the vehicle in front of them as they proceed on the inside of the circle. Please pull **all the way up** the Lower School entrance. A traffic monitor will direct traffic into the Primary driveway.
- If you did not receive your carline tag, please give the adult helper your child(ren) name and grade.

LOADING

- **MS students** will exit the building through the Green MS doors and should proceed to their vehicle.
- **LS students** will exit the building through the Green LS doors and should proceed to their vehicle.
- **Primary students** will exit the building through the Primary doors at the end of the Primary driveway. Primary teachers will load students into their vehicle.
- If a caregiver needs to buckle a child into their carseat, please do so before driving away.
- Be careful rejoining traffic and watch for traffic monitor at intersection.

EXTENDED CARE

- Children who will be attending Extended Care (EC) will be escorted to the EC area.