

**BEGINNING AND END OF THE DAY PROCEDURES FOR THIS YEAR.** We will still be limiting the number of people gathered in the lobby and other areas of the school as much as possible, so we will not be going back to allowing parents to gather in the lobby of the school as we used to do prior to Covid.

### **Before School**

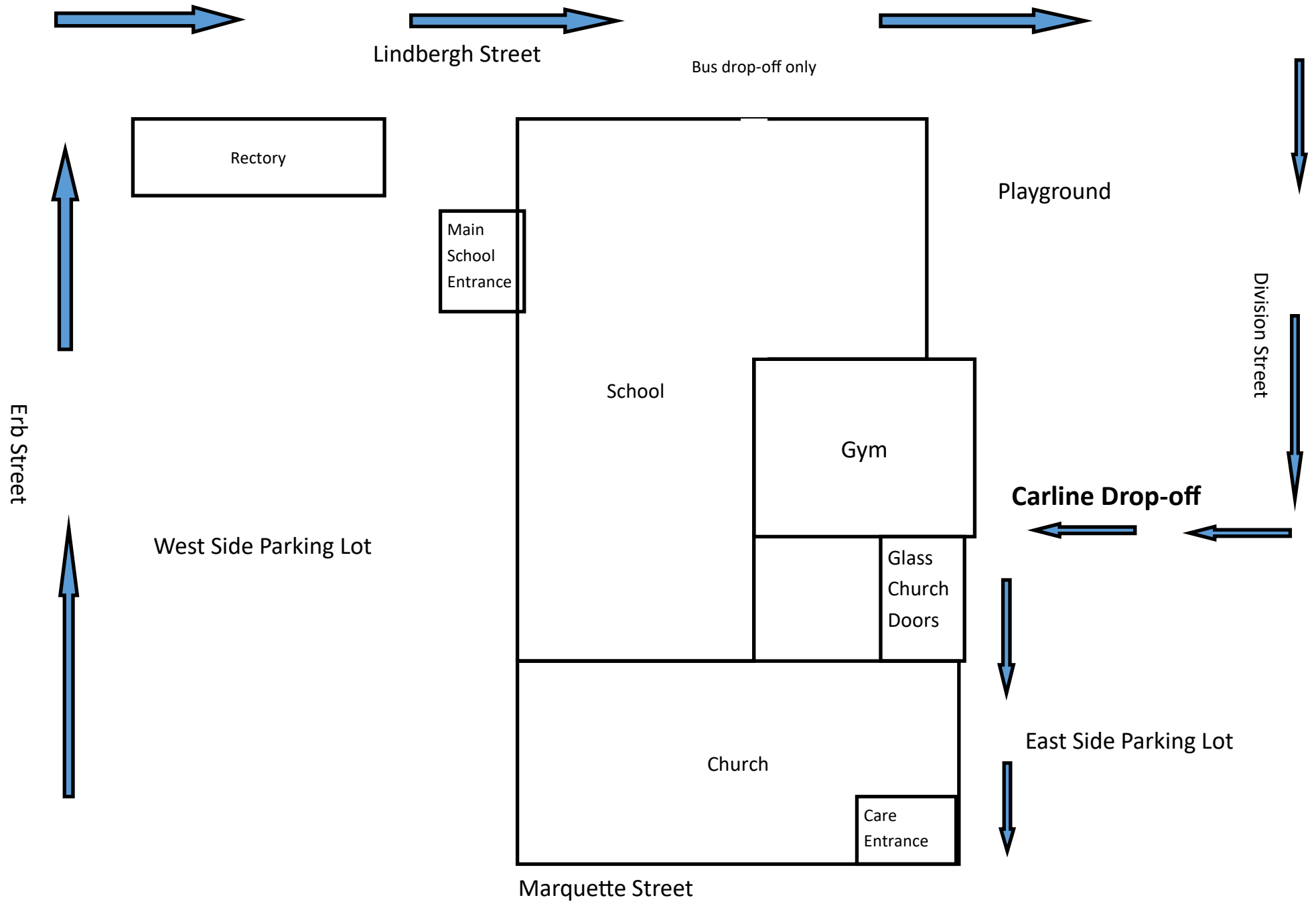
- Students who arrive prior to 8:00 AM **must** be placed in our Before Care program.
- Students arriving between 8:00 and 8:15 AM will need to be on the playground prior to the first bell. If the weather is inclement, the students will be supervised in school before classes start.
- Morning carline will be supervised from 8 AM until 8:25 AM. Morning carline goes through the East Parking Lot (playground side). You will receive a map showing how to enter and exit. A staff member will be on hand to let your child out of your car and direct him/her to the playground.
- The main school doors will be open from 8:10 until 8:25 AM. We ask that only our preschool parents enter the school at this time. Preschool parents need to walk their child to the classroom where the teacher will greet them. If there are older siblings that arrive with the preschooler, they will be directed to go directly down the hallway to the playground where they will join the other students who will be playing until the first bell rings.
- Parents who have business with the office, or who are planning to meet a teacher prior to school, should buzz in as you would at any other time of the day, and the office staff will open the door to let you in.

### **Morning Preschool Pick-Up and the beginning of the 4K Afternoon Session**

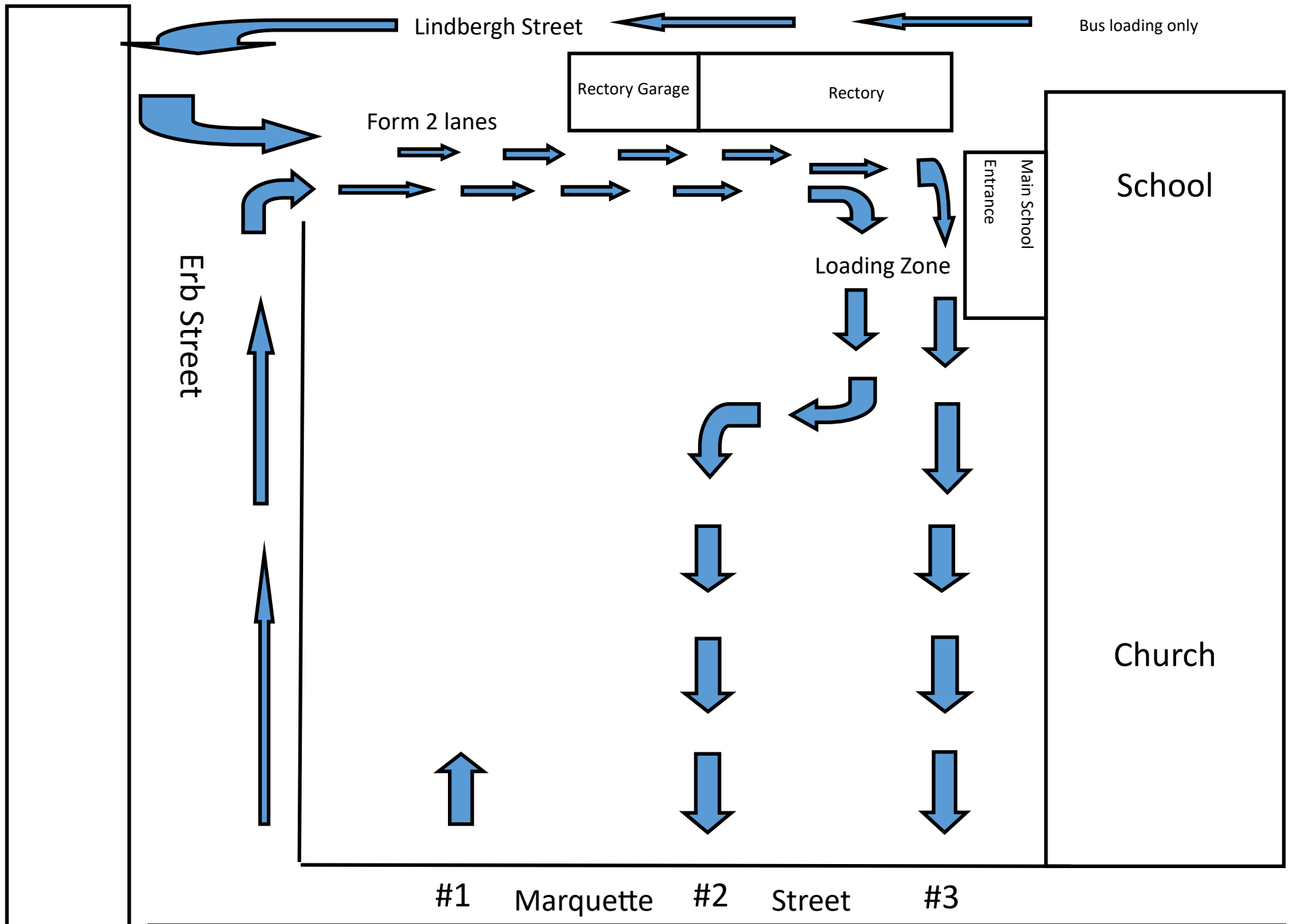
- Parents who pick up their child from one of the morning preschool classes, will pick them up in a carline that begins at 11:15. If you need to arrive outside of the scheduled carline time for any reason, please come to the main entrance and press the button near the farthest door on the right, and the office staff will buzz you in.
- The main school doors will be open from 12:05 PM until 12:20 PM for those parents who will be dropping off their 4K child for the afternoon session. If you need to arrive at a time other than this “open door” time, please press the buzzer near that farthest door on your right, and the office staff will let you in.

### **After School**

- Students will be dismissed at 3:15 PM. Students in After Care will be met by Care staff to head downstairs. Bus students will go to the door where they will meet the bus. Those students who will be picked up by their parents will all leave the doors by the main entrance of the school.
- If you need to pick your child up at the very end of the day for an appointment or other such reason, we ask that you call ahead and arrive prior to the 3:15 dismissal. You may use the button at the main door to be let into the office where your child will be waiting for you.
- Parents will not be allowed to gather in the lobby prior to the end of the day. Instead, you will either meet your child on the sidewalk (similar to last year) or will wait in carline for a staff member to escort them to your car. We will once again have 2 carlines running so that this process can be done quickly. All families will once again receive a small sign to place in their car window so we can get the students out to cars in an orderly and quick manner.
- Parents of students in afternoon preschool will use these two methods to pick up their children as well. Your children will remain with their teacher while awaiting your arrival, instead of being in the general grade level lines



# Carline for Morning Drop Off



# Carline for Afternoon Pickup