

## Leonard Elementary

### Student Arrival 9:04 – 9:09

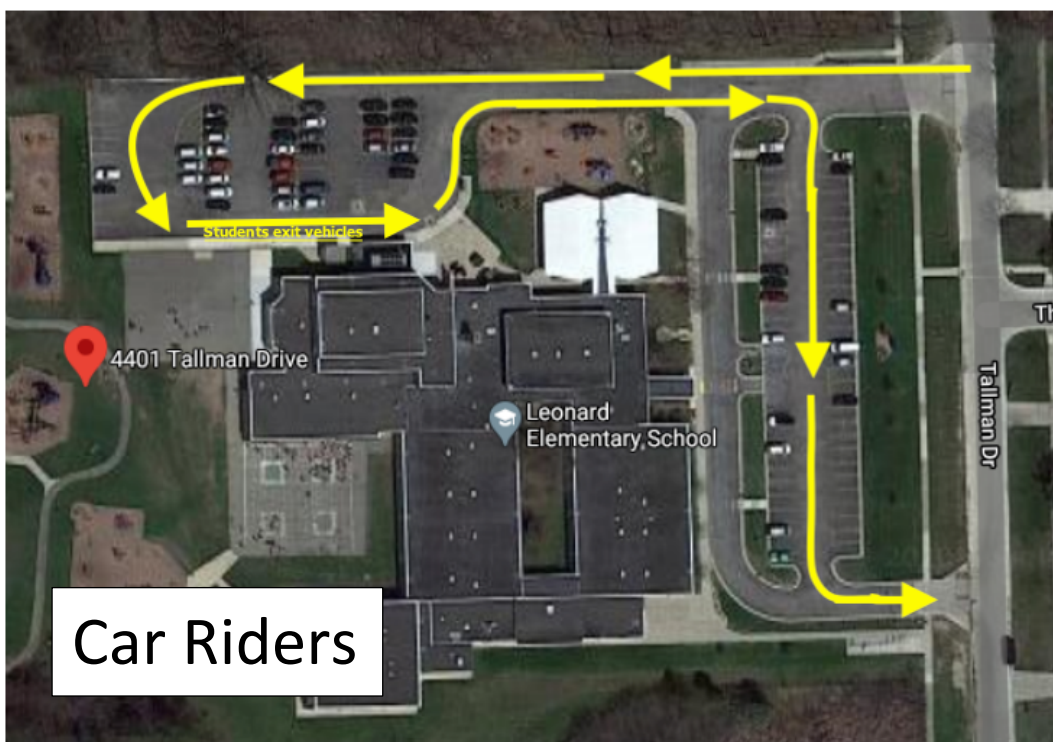
We are going to continue to implement the same arrival and dismissal procedures used during last school year, which are different than what we implemented pre-pandemic.

#### **Parent Drop-Off (Car Riders)**

1. Enter through the north entrance of our parking lot.
2. Drive all the way to through to the back of the rear parking lot, staying close to the trees on your right.
3. Turn left as you near the fence line that separates the parking lot from the playground.
4. As you pull alongside the curb next to the cafeteria, please pull ALL THE WAY up to the front of the line.
5. We will allow children to start exiting vehicles at 9:02.
6. Your child will exit out the passenger side of the car.
7. Children will walk along the sidewalk and enter the building. They will walk directly to their classroom. There will be staff at the entry and in the hallways of the building to help the children find their classrooms.
8. Stay in the line of cars to exit the drop off area (no passing cars on the left).
9. As you are exiting the rear parking lot, please look for buses that are arriving.
10. Turn right into the front parking lot (NOT the FRONT LOOP).
11. Drive through the front parking lot and turn left to exit the school using our southern exit.

#### **Notes**

- Parents must stay in their vehicles.
- Parents may not park their cars and walk their children up to the building.



### Walkers

If your child will be walking from home to school, please follow these procedures. If you are arriving in a vehicle, you must follow the procedures described above for car-riders.

1. Use the sidewalk on the south side of the building.
2. If students are accompanied by an adult, the adult must say goodbye to their children outdoors. Family members are not allowed to enter the building to walk their children to class. Please remember to be considerate of other families as you are waiting.
3. Students will walk straight ahead to the LGI doors. Doors will open at 9:04.
4. Upon entering, students will walk directly to their classrooms.
5. There will be staff at the entry and in the hallways of the building to help the children find their classrooms.



### Bus Riders

If your child will be riding the bus, they will follow these procedures:

1. Students will use hand sanitizer upon boarding the bus and wear a mask for the duration of the ride.
2. The bus will arrive in the front of the building. Students will remain on the bus until 9:04.
3. There will be staff in the entrances and hallways to help children find their classes.

## Student Dismissal 4:07

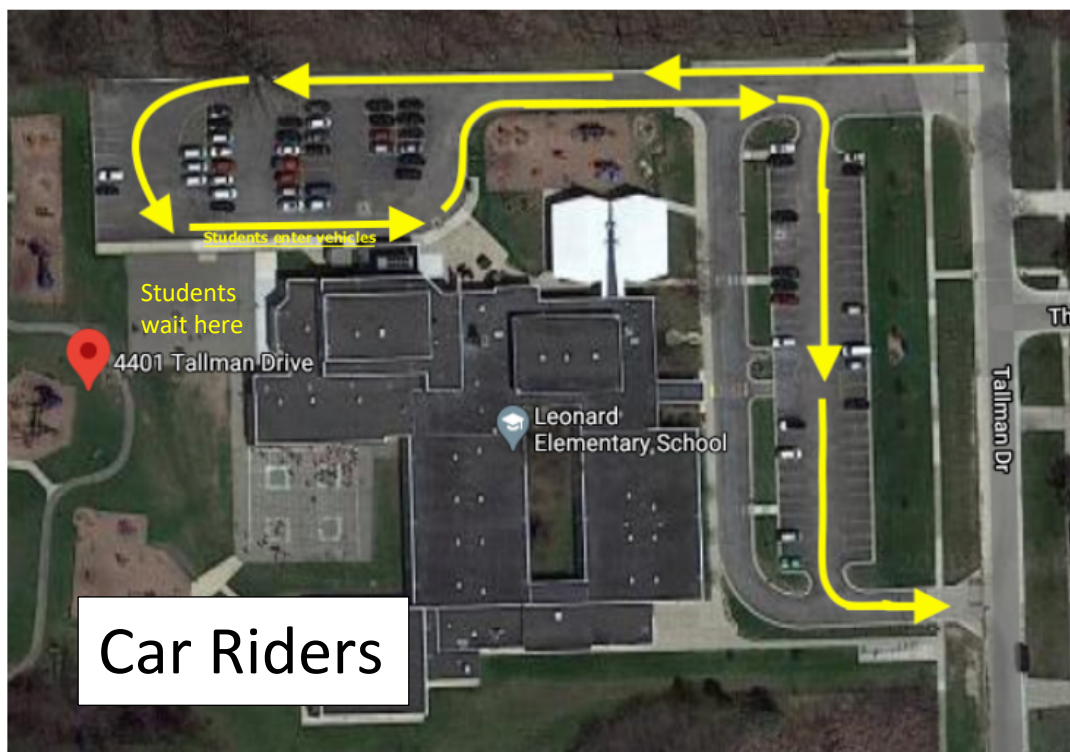
Please inform the office (248-823-3300) of any changes to your child's dismissal routine prior to the end of the school day.

### Parent Pick-Up (Car Riders)

1. Put your pick-up sign in your window so it is easily seen by our staff. (*Student name, grade, and teacher*)
2. Enter through the north entrance of our parking lot.
3. Drive all the way to through to the back of the rear parking lot, staying close to the trees on your right.
4. Turn left as you near the fence line that separates the parking lot from the playground.
5. As you pull alongside the curb next to the cafeteria, please pull ALL THE WAY up to the front of the line.
6. Children will be waiting outdoors in class cohorts, in our paved playground space.
7. Staff will use the walkie talkies to communicate which cars have arrived.
8. Your child will walk to your car and enter through the passenger side of the car.
9. Stay in the line of cars to exit the pick-up area (no passing cars on the left).
10. As you are exiting the rear parking lot, please look for buses that are arriving.
11. Turn right into the front parking lot (NOT the FRONT LOOP).
12. Drive through the front parking lot and turn left to exit the school using our southern exit.

### Notes

- Parents must stay in their vehicles.
- Parents may not park their cars and walk to pick their children up from the building.



### Walkers

If your child will be walking home from school on a daily basis, please follow these procedures. If you are arriving in any vehicle, you must follow the procedures described above for car-riders. You may not drive to school, park, and walk up to get your child.

1. Students will exit through the LGI doors on the south side of the building, beginning at 4:07. Students will be dismissed by classes to maintain their cohorts.
2. Parents must wear masks and wait near the bike rack to greet their child.
3. Parents and children must practice social-distancing from other families.



### Bus Riders

If your child will be riding the bus, they will follow these procedures:

1. Students will be called by class to leave the building and board their bus.
2. Students will use hand sanitizer upon boarding the bus and wear a mask for the duration of the ride.