



Arrival and Dismissal Safety Protocol

Staggered Arrival Times and Entry Doors by Grade Level

Gym

7:15 Bus

Front Door

7:15 PK/K

7:30 1st Grade

7:45 2nd Grade

All walkers will arrive via the front door.

Cafe

7:15 5th Grade

7:30 3rd Grade

7:45 2nd Grade

****Arrival/Sanitizing Stations will be located at the gym, cafe, and front door****

I. Arrival Procedures:

- PARENTS WILL NOT BE ALLOWED IN THE BUILDING.
- Parents should screen students at home prior to drop off at school.
- Staff will complete a quick check-in with a thumbs up/down; "how are you feeling questions"
- Ensure all students use sanitizer with **both** hands.
- Students will go to Nurse Lisa if symptomatic. Please follow protocol for contacting the nurse.

Once at school:

- All students will go to the classroom with hall monitors in the halls to assist.
- We will have (4) grade level hall monitors for Pre-K and Kindergarten

- We will have (3) grade level hall monitors for 2nd grade
- We will have (2) grade level hall monitors for 3rd grade
- We will have (2) grade level hall monitors for 4th grade
- We will have 2 grade level hall monitors for 5th grade

II. Breakfast:

A breakfast cart will be located by the front entry for PK, K, 1st, and 2nd to grab, scan and go. Our cafe staff will greet students and scan student's ID cards as students arrive. Bus riders, daycare, 3rd, 4th, and 5th will go through the cafe line, grab, scan, and go. There will be only one choice for breakfast cold breakfast. Students are welcome to bring breakfast from home. All students will eat breakfast in the classroom. Large Trash bins with rollers will be located in each hallway for grade levels to use.

III. Dismissal Procedures:

Walkers- 3:05 (front doors)

Bus Riders- 2:50-3:05 (right side of the hall)

Car Riders- 3:05 (left side of the hall)

Dismissal for all car riders will be located in the parking lot next to the cafe. All walkers will be dismissed via the campus front doors.

- Dismissal times will be staggered to limit the number of students in hallways and exit areas at any given time.
- Parents picking up students during the day will call ahead so that students can be sent or accompanied to parent vehicles upon arrival. Changes called in by parents will be placed on a campus Google sheet. Please check the Google form daily and place your initials next to the change. This will let our front office know you are aware of the change. Click the link to see the Google sheet.
- Dismissal changes- we are asking parents to communicate changes no later than 1:30. All teachers will need to check doc by 2:00 and initial to acknowledge any changes in how the student will be getting home. If the teacher does not initial by 2:30, the office will contact the teacher directly to ensure he/she is aware of the change.
- Sibling connections will be done at the dismissal exit door or outside the building.

Car Riders

- All students exit through cafe doors.

- Students will stay in their classrooms with a hall monitor watching the hall while standing between 2 classrooms. There will be staff outside to call car numbers.
- There will be a campus google sheet where all numbers called will be entered. During dismissal, teachers will open and display our campus dismissal google sheet. Each range will be color-coded to match the cone outside of the cafe doors.
- Car tag number will be typed into the sheet. Students/teachers will see the number/color and the student will leave the class and walk toward the cafe using the left side of the hallway. Students must have masks on when in the hallways. Students will practice social distancing by keeping 3 tiles between themselves and the student in front of them. Hall monitors will assist with reminders of social distancing.
- The teacher will strike through the students' name once they leave the classroom. All teachers have a list of their grade level's car tag numbers and student names to assist students.
- A teacher/staff members will have duty at the sanitizing stations. As students leave the building, all students(walkers, car riders, bus riders, day care) must sanitize their hands prior to leaving the building.
- A Teacher/staff in cafe doors will delete names as students leave the building.
- Students will walk outside to their color cone and wait until their car pulls forward to their color.
- Siblings meet up at the exit location or outside the building.
- Staff members at each color cone will assist and load students into cars.
- Once all cars in the first set are loaded, a staff member with a stop sign at the front of the car line signals that all cars in the first group can exit. Then the second set of cars pull up.
- If a car is missing a student, they will be asked to pull up past the first color or park in the parking lot.
- Runners with walkies will have a list of all car tag numbers with name, grade level, and teacher. They will assist with locating students when parents are asked to park(but this won't happen often- if ever because we are going to be on it)! :)

Bus Riders

- Bus riders and daycare will remain in the classrooms until their bus number is announced.

- Bus numbers will be announced by bus number and grade level.
- Dismissal hall monitors will assist students during transition.
- When their bus number is announced, students will walk to the gym on the right side of the hallway. Students must have masks on when in the hallways. Students will practice social distancing by keeping 3 feet between themselves and the student in front of them. Hall monitors will assist with reminders of social distancing.
- A teacher/staff members will have duty at the sanitizing stations. As students leave the building, all students(walkers, car riders, bus riders, day care) must sanitize their hands prior to leaving the building.
- Bus riders will have colored tags with their bus numbers on their backpacks.
- A teacher/staff member will monitor and/or assist the students getting onto the bus. Once all students have loaded all buses and all buses have left the parking, those monitors will report to the carpool as a runner to assist with loading students into cars.