

## SON Drop-Off/Pick-Up Procedures

2020-2021

### How will students enter the building and still be physically distant?

Each grade level will be assigned an adult helper that will walk them around to their assigned door.

Each adult will have a grade level sign so that families know who their helpers are.

Grade levels will go into separate doors so that we can maintain physical distancing.

### Where will students enter the building?

#### **Kindergarten-**

- Mrs. Kowalesky students will enter her classroom from the playground.
- Mrs. Willard and Mrs. Forrest students will enter the back entrance between rooms 111 and 113

#### **First Grade-**

- Ms. Weins and Mrs. Mathis students will enter through the back entrance between rooms 111 and 113.
- Mrs. Pollard and Ms. Wagaman students will enter through their classroom exterior doors.

#### **Second Grade-**

- Mrs. Kane, Mrs. Verville and Mrs. Picard students will all enter the building at their teachers exterior door.

#### **Third Grade-**

- Third Grade students will line up outside by the third grade wing in their classroom lines, physically distancing.

#### **Fourth Grade-**

- Fourth Grade students will line up outside by the third grade wing in their classroom lines, physically distancing. Mrs. Crackle's students will enter in the main office door.

### Where should I drop my child off?

#### **Front parking lot**

- All students will be dropped off, and picked up in the front parking lot. Students will be released from vehicles starting no earlier than 8:50. Please give us grade as we navigate how many students will be dropped off in the morning. We will have extra staff out directing students the first few weeks.

### How should I drop my child off? What is the procedure for dropping my child off?

#### **Drop-Off**

- NO drop-offs/pick-ups are allowed in the bus entrance.
- Please wait to have your child exit your vehicle until you are one of the first 4-5 vehicles in line.
- Always pull your vehicle up as far as you can.
- Students may be dropped off starting at 8:50 am (there is NO supervision before this time-therefore NO drop-offs are allowed before that time-students are expected to stay in their vehicles.)
- Parents will not be allowed in the building, and must remain in the vehicle to help us with physical distancing.

## Pick-Up

**Reminder:** Parents are expected to be here *no later than 3:40* to pick up your student.

- Please remain in your vehicle during pick-up so the process can move along quickly.
- PLEASE place your “pick-up” sign in the front right side window of your vehicle so staff can easily read the student name. These will go home with students the first days of school.
- Always pull your vehicle up as far as you can to allow for more vehicles in the drive. You will not be able to pick-up other students, unless they have a note from their parent/guardian.
- If your child isn't a “regular” pick-up student, you MUST send a note with your child, or call the office by 3:00pm. Please make sure to get into the pick-up line.

**Remember:** These procedures are in place for the safety of YOUR child. Please help us show our students we ALL care about their safety by following them. We thank you for your support and cooperation!

### Things to remember:

- Students must wear a mask upon entering the building, and during any building transitions.

