Arrival and Dismissal Procedures

VOLUNTEERS/ BUILDING ACCESS

District visitors, including parents/guardians, will only be able to enter buildings by appointment only. The District has to limit visitors to the buildings, and as a result, visitors and volunteers will only be permitted when necessary.

Arrival:
- Enter the loop and use the right lane next to the curbside. The left lane is to only be used when you are pulling out to leave.
- Pull all the way forward and continue to move the line by pulling up behind the car in front of you.
- When stopped curbside, begin to unbuckle your child. If possible, please make sure your child’s seat is positioned so that you can assist them to get unbuckled. Staff will not be unbuckling children.
- If you need to exit your car to unbuckle your child, **you must wear a mask once you exit your car.**
- Your child should not exit the car until a staff member is available to assist them.
- Once your child has exited the car with a staff member, **Check** to see that the staff member and your child are safely away from the car before pulling away.
- Watch for staff and students before merging into the left lane as you pull out and leave.
Dismissal:
● Arrive in the car loop by 3:15pm
● Enter the loop and use the right lane next to the curbside. The left lane is to only be used when you are pulling out to leave.
● Pull all the way forward and continue to move the line by pulling up behind the car in front of you.
● Keep moving ahead in line until you see the teacher approaching your car.
● Once the teacher has approached your car with your child, you should get out to receive your child. **You must wear a mask once you exit your car.** You will then secure your child into their seat.
● Have Photo ID available; Only contacts listed on your child's emergency card may pick up.
● This needs to be a quick hand off in order to keep the line moving. Teachers will not be available to give updates about your child's day or answer questions at this time.
● Watch for staff and students before merging into the left lane as you pull out and leave.

Following these procedures will ensure the safety of all of our children.
Thank you!