

## **STUDENT DROP-OFF and PICK-UP PROCEDURES**

Arrive at the Hayvenhurst St. parking lot according to your grade level schedule as follows:

<b>Grade</b>	<b>Lane adjacent to</b>	<b>Drop-off</b>	<b>Pick-up</b>
<b>Kindergarten</b>	Bungalow at Hayvenhurst St.	8:45-9:15 a.m.	3:00 p.m.
<b>First Grade</b>	Bungalow at Hayvenhurst St.	8:15-8:45 a.m.	2:30 p.m.
<b>Second Grade</b>	Bungalow at Hayvenhurst St.	7:45-8:15 a.m.	2:00 p.m.
<b>Third Grade</b>	Soccer field	7:45-8:15 a.m.	3:00 p.m.
<b>Fourth Grade</b>	Soccer field	8:15-8:45 a.m.	3:15 p.m.
<b>Fifth Grade #A</b>	Soccer field.	8:30-8:45 a.m.	2:45 p.m.
<b>Fifth Grade #B and #C</b>	Soccer field	8:30-9:00 a.m.	2:45 p.m.

### **Important Note: Grades 3, 4, 5 drop-off and pick-up hours are subject to change**

Please follow the following directives:

- a. Arrive at the drop-off station, make a full stop and turn the engine off,
- b. Make sure you and other passengers are wearing face coverings,
- c. Please remain seated in the car, do not get out,
- d. The student must be sitting on the back seat,
- e. Open the window next to your child,
- f. A school employee will arrive to take the student's temperature,
- g. The employee will review a health questionnaire with the parent while the child is inside the car,
- h. If the temperature reading is below 100 degrees and none of the Covid-19 symptoms exist, the school employee will help the student out of the car and lead them to the benches,
- i. Students will be lead to the classroom no later than 5 minutes before class start time,
- j. Parents are not allowed to accompany the students to and from the classrooms,
- k. For any out of the ordinary drop-off and pick-up schedule, please call the office.
- l. There are 30 minute homeroom time (for the teachers and TAs) to accommodate for class supervision during drop-off and pick-up times.