

Student Drop-off and Pick-up:

As we did last year, student drop-off and pick-up will be conducted in the Hayvenhurst parking lot, and it will be a drive-through system. Parents will stay in the car during drop-off and pick-up times while the students are assisted to and from the car. Please check the drop-off and pick-up schedule of the school.

Grades	Morning Day Care*	Drop-off Time**	School Start Time	Student Dismissal	Pickup Time**	Afternoon Day Care*
K, 1 st , 2 nd	N/A	8:00-8:15	8:15 am	3:15 pm	3:15-3:30	N/A
3 rd , 4 th , 5 th	N/A	7:45-8:00	8:00 am	3:00 pm	3:00-3:15	N/A

Drop-off and pick-up Procedures

- a. When you arrive at your drop-off / pick-up station in the Hayvenhurst parking lot, please make a full stop and turn the engine off,
- b. Before your arrival, make sure you and other passengers are wearing face coverings,
- c. Please remain seated in the car and do not leave the car,
- d. *During Drop-off:* A school employee will arrive to help the student out of the car and lead him/her to the homeroom class,
- e. *During Pick-up:* A school employee will lead the student to the car,
- f. Students in grades 3, 4, & 5 must handle the back-packs and lunch/snack boxes on their own,
- g. School employees will help students in grades K, 1 & 2 to handle their back-packs and lunch/snack boxes,
- h. For any out of the ordinary drop-off and pick-up schedule, please call the office,
- i. The drop-off and pick-up time periods are 15 minutes long each.