

Protocols for Arrival and Dismissal

The protocols for PK are a little different from K-4 for arrival. PK families will use the circle to drop off and pick up. K-4 families will use the circle in the afternoon only. In the morning K-4 families dropping off will do so in the same place that we did last year: the large parking lot by the gym.

At dismissal time, members of a family will be dismissed together. So if a PK student has a grade sibling, the third grader will be dismissed with the PK student.

Arrival:

- 4 vehicles will pull up around the circle (PK) or to the large parking lot by the gym at a time (K-4). All vehicles will drop their children off and then wait until given the signal by staff that all 4 vehicles can move. We will not give the signal until all vehicles have completed what they need to do. And the next four vehicles will come forward and repeat the process.
- All parents will have their name displayed in their windshield. For the time being, please make your own sign. In the near future, we will provide you with a sign.
- PK Parents will take their child out of their carseat and wait on the sidewalk near their car. Parents will be responsible for putting a mask on their child for when they enter the building and walk down the hall.
- K-4 parents will drop their children off ON THE RIGHT SIDE OF THE VEHICLE in the large parking lot.
- Staff will be present to supervise the flow of traffic and to maintain safety. Please follow staff directions.
- The next four cars will pull forward and will follow the same routine until students have arrived.

Dismissal:

- PK will be dismissed beginning at 2:45. All members of a family in the building will be dismissed together.
- K families will be dismissed at 3:00 followed by general dismissal of Grades 1-4 at 3:10 pm.
- Staff will direct you to the correct line of vehicles. We will have 3 lines: PK, K, and Grades 1-4.
- The lines of cars will occur on the driveway on the way up the hill. Please drive slowly.
- If you arrive early for Grades 1-4 dismissal, you will be directed to line up in the large parking lot by the gym.

- Please display a sign on the right hand side of your dashboard. Please make your own sign for now and we will provide you with a school sign soon.
- Circle protocol: 4 families will pull up around the circle. Duty person will walkie down to the office to inform them of the families who are dismissing at that time.
- PK Classroom teacher will walk the students to their car. Duty staff will supervise the dismissal of the older children.
- PK Parents will put the children in their car seat and wait to be dismissed from the circle.
- Once all 4 cars are loaded, they will be dismissed from the circle and the next 4 cars will move up.
- The same routine will be followed until all students have been dismissed.