

## **Drop-off and Pick-up Procedure during COVID**

### **2-Year-old Classes**

- **The twos will be dropped off and picked up by their classroom each day. You or your childcare provider may park and come to the door. Please remember to wear your mask and social distance if other parents are waiting.**
- **Each child's temperature will be taken prior to drop-off and you will be asked 2 questions related to COVID.  
"Has anyone in your family shown symptoms of COVID-19 in the past 24 hours? Has anyone in your family been exposed to an individual with COVID-19?"**

### **3 to 5 Day Classes**

- **The 3 to 5-day classes will be dropped off and picked up in a staggered schedule beginning the first day of school.  
JK – 8:45 AM to 11:45 AM  
PRE-K/ 4 DAY – 8:55 AM to 11:55 AM  
3 Day – 9:05 AM to 12:05 PM**
- **Your color-coded carpool number should be displayed in your window at both drop-off and pick up. (Please let others go ahead of you, if necessary)**
- **Someone will take your child's temperature at the car, either on the forehead or on the arm. (That person will have on a mask or a shield. The adult in the car may want to have on a mask, as well)**
- **Your child's teacher will greet your child and escort him or her to the classroom.  
You will be asked 2 questions, "Has anyone in your family shown symptoms of COVID-19 in the past 24 hours? Has anyone in your family been exposed to an individual with COVID-19?"**
- **Your child's teacher will put the child in the car at pick-up. Conversations will be brief.**
- **We will continue to check identification of anyone unknown to us who picks up your child. Please let us know ahead of time if there is a pick-up change (e-mail, text, phone call)**

**\*\* If you are late and at the end of the line, you may text me at 833-9422 so that I can come to the car to take your child's temperature or you may come to the door and ring the bell. I will escort your child to his/her class.**