



Drop-off/Pick-up procedure- FAMILIES - 15th Street - 20-21 School Year

DROP-OFF	<i>Parent responsibility</i>	<i>CMS Staff/Fac responsibility</i>
7-9am Mrs. Alex(M/T/W/TH) & Ms. Nina (F) will be in charge of this process including temperature check & symptom assessment assisted by Mr. Matt (T/W/TH) & Mr. Tim	1) drive into car line	
*one family at a time	2) escort child(ren) to front door	
Parent Remains in car until the parent in front of you pulls away or staff member returns and opens front door	***Parent will not enter the building*** If child is admitted to the building (100 or less temperature), parent returns to vehicle and departs If child is 100+ temperature, they will be denied entry and will need to return home	1) staff takes temp, if 100 or less & visual/verbal symptom check is clear, child(ren) admitted to building 2) staff lead child(ren) to purell station (just inside the front door) 3) staff leads child(ren) to appropriate environment (if needed) 4) staff returns to front door, opens to indicate to next family that they can proceed
Any late arrivals will follow the same procedure you see here		Once staff returns to front door and opens the door, next family can proceed to escort child(ren) to front door
PICK-UP		
12pm and 3:15pm	***This process and the rules will be very similar to "normal" car line pick up for parents, slightly different for children in both nice weather and rainy days***	
Mr. Matt (T/W/TH), the Directresses, & Mr. Tim (masked and socially distanced) will be in charge of this process	1) parents drive into car line as normal 2) Parents please be prepared to secure your student in his/her seat as Mr. Tim will guide students to their cars	1) Mr Tim & Mr. Matt pick up students from their environment and the playground 2) All will proceed down the outdoor stairs and be properly "socially distanced" along the rocks and stairs as normal 3) Mr. Tim will guide students to their cars as normal

	RAINY DAYS – as normal, children will be inside and Mr. Tim will escort out to you	<ol style="list-style-type: none"> 1) Children will be picked up as above and remain indoors properly spaced in both the foyer and in the Courtyard 2) Mr. Tim will escort out to parent as normal
PICK-UP		
After 3:30 and before 6:00pm	This process will look like DROP-OFF above (*one family at a time)	
Ms. Nina (M/T/W/TH) and Mrs. Alex (F) will be in charge of this process	<ol style="list-style-type: none"> 1) drive into car line 2) parent proceeds to front door to ring bell <p>***Parent will not enter the building***</p>	<ol style="list-style-type: none"> 1) Ms. Nina will confirm who is being picked up and will call up to the environment to alert them to who needs to be ready 2) Ms. Nina will retrieve the child(ren) and bring to front door where parent is waiting 3) Family departs 4) If another family waiting, Nina will ID who it is and retrieve child(ren) etc. 5) Last child is brought down by closer