



Drop-off/Pick-up procedure- FAMILIES - Elementary Annex - 20-21 School Year

DROP-OFF, Pre-care (7am-8:15 or so)	<i>Parent responsibility</i>	<i>CMS Staff/Fac/Student responsibility</i>
Mr. Zack/Mr. Tim and/or Mr. Matt will be in charge of this process including temperature check & symptom assessment	1) Park outside of entrance #4 (NOT in the parking spots next to entrance #4, directly in front of the door) Both parent and child affix face covering to walk into the building.	
*one family at a time	2) escort child(ren) through entrance #4 and to 1 st set of internal double doors. PARENT STOPS THERE & WAITS FOR "THUMBS UP or down. Child proceeds to CMS double doors	
Any late arrivals will follow the same procedure you see here	***Parent will not enter the building past the first set of internal double doors*** If child is admitted (100 or less temperature & symptom free), parent returns to vehicle and departs If child is 100+ temperature, they will be denied entry and will need to return home	<ol style="list-style-type: none"> 1) staff takes temp, if 100 or less, child(ren) admitted to building 2) Staff completes visual/verbal symptom assessment 3) If admitted, child places items on the coat rack, enters multi-purpose room & proceeds directly to sink for handwashing
DROP-OFF, Car line (8:30-8:45am) @ Entrance #1	<i>Parent responsibility</i>	<i>CMS Staff/Fac/Student responsibility</i>
Mr. Matt will be in charge of this process (M/F), and Directresses T/W/TH.	<ol style="list-style-type: none"> 1) drive into car line @ entrance #4 (parents remain in car as normal) 2) Staff will conduct temperature check and visual/verbal symptom check with child in the vehicle 3) it is best practice for the child(ren) to have the face covering affixed properly upon arrival 	<ol style="list-style-type: none"> 1) staff takes temp, if 100 or less & visual/verbal symptom check is clear, child(ren) can proceed to next step 2) child(ren) affix face covering before exiting vehicle 3) child(ren) proceed to enter entrance #4 for hand sanitizer and immediately proceed to CMS double doors (separately, not in any mixed group) <p>staff attends to next vehicle in line and repeat above</p>

<p><i>Any late arrivals refer to the "DROP-OFF, Pre-care" process above. Directress will perform temp screen & symptom assessment</i></p>	<p>Please do your best to have your child to school no later than 8:45am.</p>	
<p>PICK-UP, Car line (3:15-3:30) @ entrance #1</p>		
	<p>This process will look very much like our "normal" afternoon car line procedure with the exception of the fact that students will be properly socially distanced while waiting and it will take place at entrance #4</p>	
	<p>1) drive into car line @ entrance #4 2) staff will guide student to vehicle</p>	