

## Hamilton Elementary Drop-off and Pick-up Procedures

As of August 2020, we will follow these procedures until further notice:

### **MORNING**

- Our lane out in front of the school along Broadway will be used for students who are car riders. We will have 4 checkpoints set up starting at 7:40 where cars will be able to pull up, the student will have their temperature checked and go through a symptom screening. Once the student is cleared, the vehicle may leave and the student will be allowed in the building and will go directly to their classroom. Parents are not allowed to enter the building with their children. Staff will be in the hallways to help get students where they need to be.
- **All vehicles must come down Broadway from the west.** Expect a line of cars, so everyone's patience will be appreciated. Do not go around a vehicle in the drop-off lane unless directed by staff.
- Walkers will go through the temperature check/symptom screening at a station set up near the front doors. Once cleared, only students will be allowed to enter the building.
- Bus students will be dropped off at the east side of the building near the cafeteria. They will have already gone through all the safety protocols prior to boarding the bus. They will enter the building and go directly to their classroom.
- Breakfast will be served in each classroom for those students who need it.
- At 8:05 we will lock our front doors. Any student who arrives after that, a phone call will need to be made to the office, where a staff member will come out and run through all the safety measures before the student will be allowed in the building.
- Visitors will not be allowed in the building without prior administrative approval.
- **AM PRE-K:** Car riders and walkers will need to be picked up between 10:30-10:40 as we will start loading buses at 10:40. This will take place in the lane out in front of the school along Broadway.

### **AFTERNOON**

- We will have our pick-up stations set up in the lane out in front of the school along Broadway. We will load cars up like we have in the past. We will dismiss car riders and walkers at the following times:
  - Kindergarten & First Grade - 2:00-2:10
  - Second Grade & Third Grade - 2:10-2:20
  - Fourth Grade & Fifth Grade - 2:20-2:30
  - Sixth Grade & Afternoon Pre-School - 2:30-2:40
- If there are vehicles picking up multiple children, **they would go by the earliest time.** (Example: If someone was picking up a 1st grader, 5th grader, and a Pre-K student, they would need to be in the lane out in front of the school between 2:00-2:10)
- Please show up at your appointed time. (Example: If someone is picking up a student in 4th grade and shows up at 2:05, they will be asked to leave the lane)
- If something comes up and you need to pick your child up at an earlier time, please make arrangements to do this before 2:00 with the office.
- Buses will be loaded individually starting at 2:40. We will dismiss students from their classrooms based on their bus color.

We hope to have all students out of the building by 3pm everyday. The first couple of weeks are going to take time to get everything in order. With everyone's cooperation, these procedures will become efficient over time. We are asking that everyone is patient and flexible with this as student and staff safety are of the utmost importance. **Any questions or concerns, please feel free to call Mr. Bryan at**

**866-332-3880.**