

Student Drop-Off and Pick-Up Procedures

We ask that you *please* help keep our children and staff safe by adhering to the following procedures.

Please share these procedures with all the adults dropping off or picking –up your child.

DROP OFF PROCEDURE

- ❖ Student drop-off will begin at 8:00 a.m.
- ❖ Parent/guardians are to pull in front of the school; pulling in slowly, all the way down (to the cone), and maintaining a single file line.
- ❖ If the driveway in front of the school building has a full line, please pull into the school parking lot via Starkweather Road entrance and continue the line along the school's sidewalk.
- ❖ **PLEASE DO NOT** make a second row of cars.
- ❖ Staff members will be there to greet your child and will accompany them into their camp area. Please do not exit the car or have your child exit the car until a staff member comes to your car to escort your child.
- ❖ **PLEASE STAY IN YOUR CAR,** unless your child requires assistance to get out of their car seat/booster seat, you may exit the car to assist them.
- ❖ Staff members will not be expected to open/close car doors, undo seat belts, car seats, etc.
- ❖ Once your child is accompanied into camp by a staff member it is expected that you leave the parking lot. Due to COVID-19 guidelines it is prohibited that groups congregate at the school during pick-up and drop off.
- ❖ If you need to talk to a staff member this must be done prior to camp via e-mail, text or phone call.
- ❖ Drop-off will end at 8:30 a.m.
- ❖ If you arrive after 8:30 a.m., please text/call Shannon Madden at 413-212-9265. A staff member will come to your car and escort your child to their camp area. If you will not be able to text/call please discuss this with Shannon Madden prior to camp starting July 27th to make other arrangements.

PICK UP PROCEDURE

- ❖ Student pick-up will begin at 11:30 a.m. and will end at 12:00 p.m.
- ❖ Parents are to pull in front of the school, by pulling in slowly and all the way down (to the cone) and maintaining a single file line.
- ❖ If the driveway in front of the school building has a full line, please pull into the school parking lot via Starkweather Road entrance and continue the line along the edge of the school's sidewalk.
- ❖ **PLEASE DO NOT** make a second row of cars.
- ❖ **PLEASE STAY IN YOUR CAR,** unless your child requires assistance to get into the car, car seat/booster seat. You may exit the car to assist them. It is your responsibility and the law to place your child(ren) safely in the vehicle
- ❖ Staff members will not be expected to open/close car doors, undo seat belts, car seats, etc.
- ❖ Please make sure you buckle your child in **BEFORE** leaving school property.
- ❖ Once your child is safely into your car, it is expected that you leave right away. Due to COVID-19 guidelines it is prohibited that groups congregate at the school during pick-up and drop off.
- ❖ Please wait for the car in front of you to pull out; please do not swerve around other cars to leave if your child is ready before others. This is for the safety of everyone.
- ❖ If you need to talk to a staff member this must be done via e-mail, text or phone call.
- ❖ Pick-up will end at 12:00 p.m.
- ❖ If you are sending someone other than yourself to pick up your child, please make sure that you call/text, or email Shannon Madden letting her know. If this adult is unknown to Shannon they will need to bring a picture ID with them **or your children will not be sent home with that adult.**
- ❖ To ensure a smoother dismissal Shannon Madden needs to be aware of any changes to your child's pick up plans **BEFORE 11:30 p.m.**