

## Sunquam's Drop-off and Pick-up Procedures

The start of our school year will bring about some changes in how students are dropped off and picked up from school. **The safety of our children is our top priority.** It is important for all parents to thoroughly read through these instructions and refer to the maps that follow, in order to ensure a safe and efficient arrival and dismissal for every student.

We anticipate this process will be considerably longer than what you have experienced in prior years due to an increased number of cars entering our campus during the drop off and pick-up process. **Please be patient** during arrival and dismissal, as this process could take 15-20 minutes, especially during the first weeks of school. These procedures have been put in place to ensure the safety of every child. There will be security guards directing traffic outside the school, and staff members positioned both inside and outside of the school to assist you and your child during arrival and dismissal.

### 8:50 A.M. Drop-off Procedures

Again, we expect a **large** number of cars dropping students off, so **please be patient** and wait in line to ensure the safety of our students and staff members. We ask that you adhere to your assigned time.

- Families whose last name begins with A-J should begin arriving at 8:50am
- Families whose last name begins with K-Z should begin arriving at 9:00am
  - Before arriving to the building, please be sure your child has their belongings in hand, mask on, and is ready to go.
  - Enter through the Bus Platform entrance on Sweet Hollow Road *from the direction of Old Country Road (see Figure A)*, continue to the curb along the front of the building, following the instructions of security or other designated staff members there to assist.

**Starting promptly at 8:50am** (see Figure A on page 2 of this document), staff members will meet each car on the bus platform and guide students into the building, ensuring social distancing. Children will enter the building and walk directly to their classroom under the supervision of staff who will be monitoring the hallways.

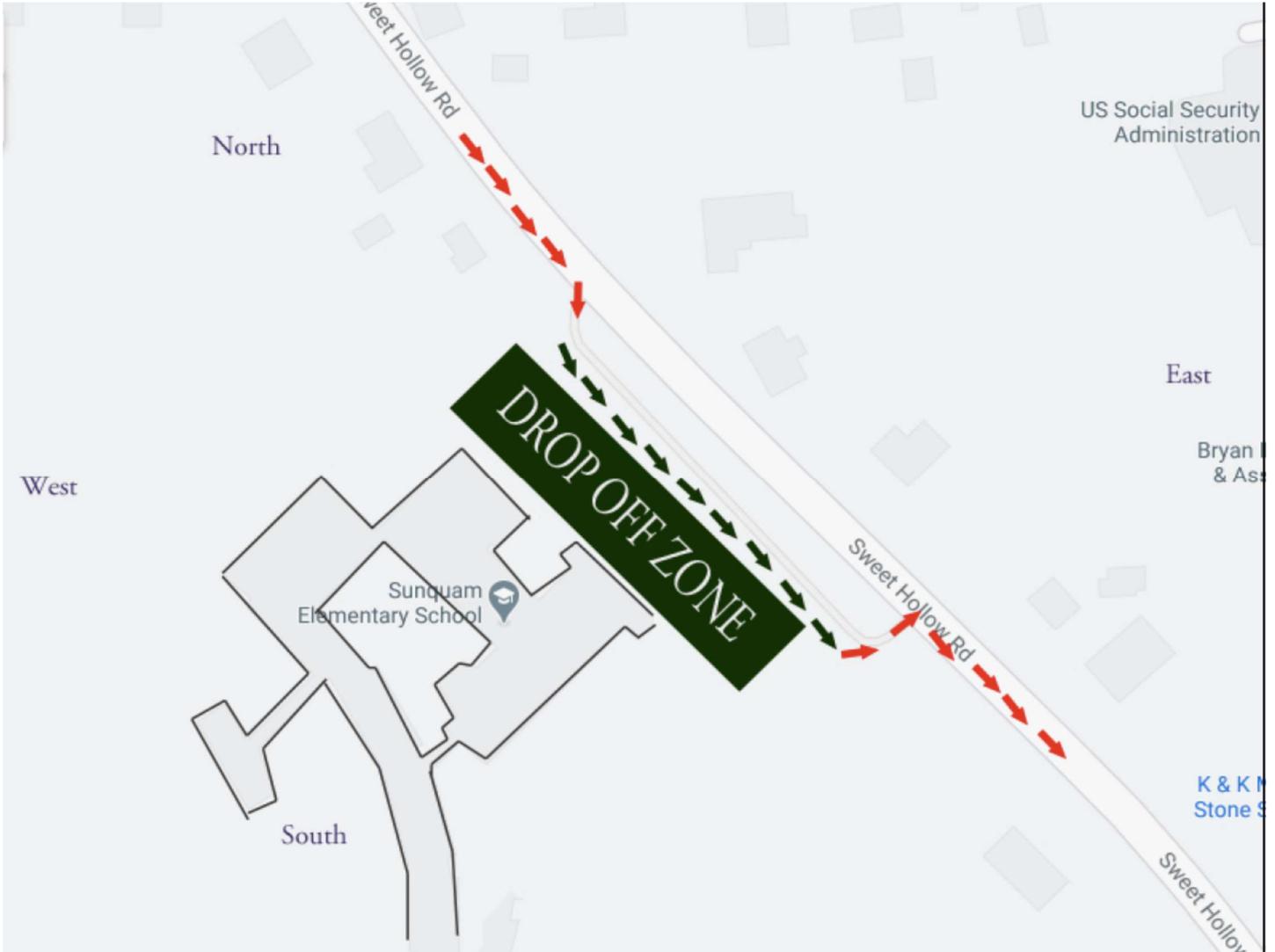
- Children should be able to unbuckle their seatbelt independently.
- Please be sure that your **child exits from the passenger side of the car only.**
- Follow the *one way* traffic around the bus circle and exit back onto Sweet Hollow Road.
- For the safety of all children, **do not pull out from the drop-off line and attempt to pass a stopped vehicle.**
- Drivers are *not permitted to exit the car* in the drop off area.
- Make a *right on Sweet Hollow Road* when exiting.

Security guards will direct the traffic flow so that the children can safely exit vehicles and meet up with staff members. Please follow their instructions.

**Parents will not have the option to walk their children into the school.**

**FIGURE A**

**Aerial View of Sunquam for A.M. Drop-Off**



## **2:45 P.M. Pick-up Procedures**

All student pick-ups will take place outside in a curbside manner. **Please have your child's name/grade/teacher written on a sign and adhered to the passenger side window.** If you are driving home other children as part of a carpool plan, please include those students' names as well.

**\*\* Due to the increase in student pick-ups, any "day-of" changes in your child's departure must be called in prior to 2 p.m. In past years parents often call between 2:30 and 3:15pm with changes to their child's dismissal. We WILL NOT be able to accommodate any changes after 2:00pm this year. We ask for your support in this.**

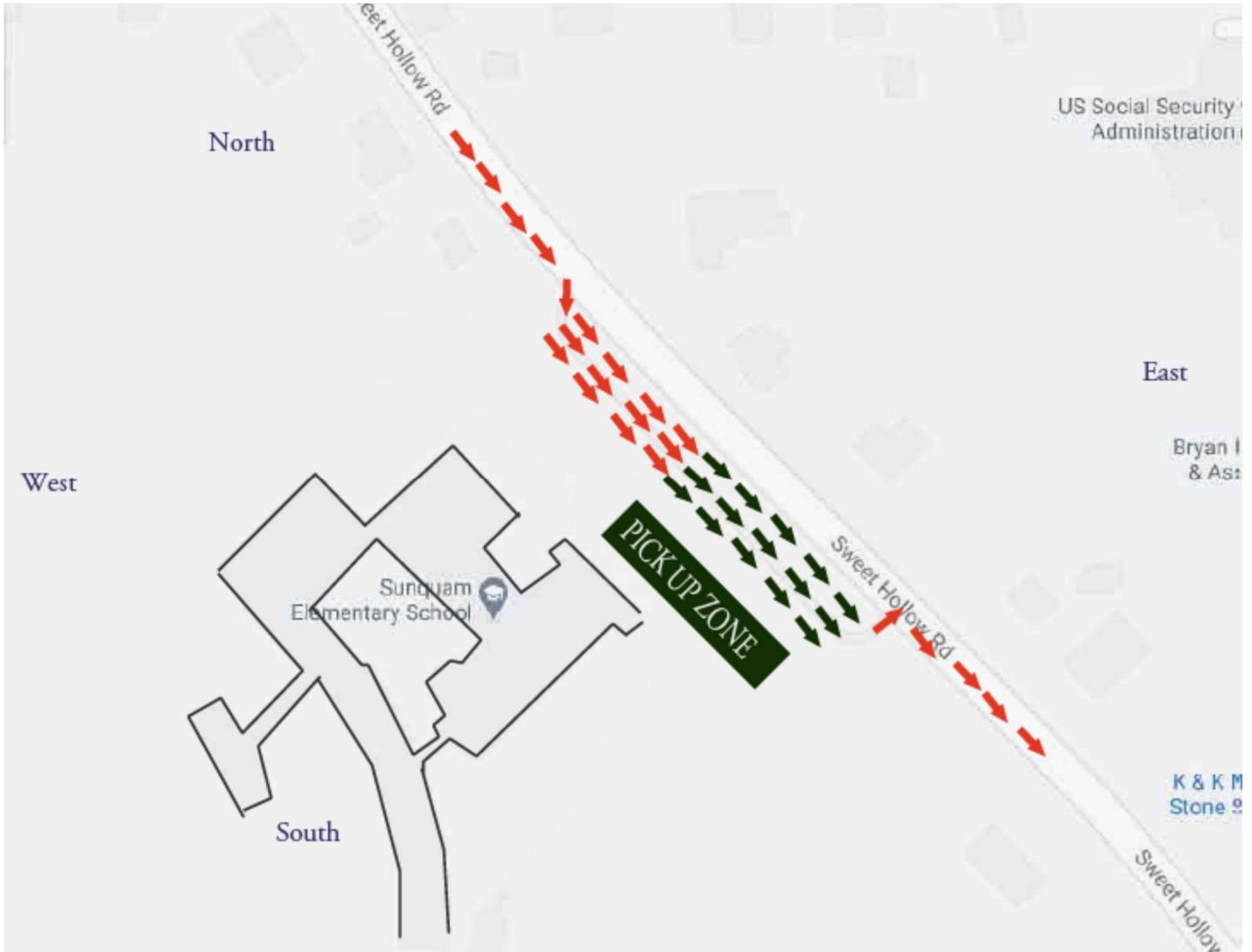
Please adhere to the following procedures for our afternoon pick-up in order to ensure the safety of all students and staff members:

- Families whose last name begins with the letters A-G may begin lining up at 2:40pm
- Families whose last name begins with the letters H-M may begin lining up at 2:50pm
- Families whose last name begins with the letters N-Z may begin lining up at 3:00pm
  - Enter into the bus platform area *via Old Country Road to Sweet Hollow Road.*
  - Follow the direction of security and staff.
  - Cars will be lined up on the bus platform as indicated in FIGURE B.
  - **All engines should be turned off as you wait for your child.**
  - A staff member will check your driver's license and call in for your child.
  - ***At promptly 2:45pm*** staff will begin to escort students out to the cars as they make their way to the front of the building from their classrooms.
  - **Cars will not be permitted to move out** until ALL cars in the designated area have been loaded, at which time security will direct you to do so.
  - Exit to the **right** to maintain traffic flow
  - **Please be patient**

**\*\*\* We must have the front platform cleared by 3:10 p.m. so the buses can begin to pull in, so if you arrive after that time you will be directed to pull into the parking lot to pick up your child by the gym doors.** This will take additional time to get your child to that location, so we ask for your patience.

**FIGURE B**

## Aerial View of Sunquam for P.M. Pick-up



# **Bus Arrival and Dismissal Procedures**

## **Morning Bus Arrival**

In previous years, we waited for all buses to arrive on the platform and the children all exited at the same time. Now, with social distancing requirements, we **will not** have all the students exiting the buses and entering the school simultaneously.

This year, we will empty each bus as it arrives to control the flow of students walking on the platform and entering the building. **Students will wear masks while on the bus and when entering the school.** We will empty each bus by having children exit from the front row to the rear. This will prevent students from passing in front of each other while walking through the aisle.

## **Afternoon Bus Departure**

In previous years, all children boarded their bus simultaneously once it pulled into the bus platform area. This year, children will leave their classrooms and load the buses as they arrive. Buses will be loaded starting at the rear, keeping siblings together, and fill up toward the front row. Kindergarten students without older siblings will be kept up front. **Children will wear masks throughout the bus ride.**