

## St. Thomas the Apostle School Drop Off Procedures

Students will be dropped off at 3 different entrances based on their last name. Please see the attached diagram of our parking lot, and follow the traffic pattern indicated. The doors will open to begin the process at 7:30 AM. Upon arrival, all students will have their temperature taken. Any student with a temperature of 100°F or higher will not be permitted to enter the building. Any siblings of this student will be sent home as well.

- Parents SHOULD NOT LEAVE the property until their children have been cleared to enter.
- Students who take a bus and have a fever of 100° F or higher will be brought to the school's isolation room (as well as any siblings) and the parent/guardian will be contacted to come and pick the child(ren) up immediately.

Other information:

- When you drop off your child(ren) on their first day of school, **you must bring a completed and signed waiver for each child with you to give to the faculty member checking students in.** Children arriving on a bus must have one, as well. **If a bus student arrives without a form, the parents will be called and the child will not be permitted into their classroom until someone has brought the completed form to the school.**
- While you do not need to bring a new waiver every day, all families are expected to adhere to the guidelines stated in the waiver every time the student enters the school building.
- PLEASE stay in your car when you drop your child off in order to maintain social distancing and safety.
- The speed limit in the parking lot is 15 mph!
- You MAY NOT park in illegal spots or in the fire lanes. Also, you may only park in handicapped spaces if you have the proper identification to use said spaces.
- We ask that you maintain social distancing at all times during drop off, and ALL parents/guardians and students must wear a mask at all times while they are on school property.
- Parents MAY NOT enter the building.

Entry locations are as follows:

### **Door 1 (Main School Entrance)**

- This door will be used for bus drop offs only.
- Any student (in any grade) who arrives at 8:00 AM or later must enter through this door.

### **Door 11 (After Care door)**

- All Kindergarten students and their siblings
- Pre-K 3 & 4 students who have older siblings arrive at 7:30. (All others please see below)
- Students with last names beginning with A – K
- **Beginning at 8:00:** Pre-K 3 and Pre-K 4 students (who do not have older siblings)

### **Door 2 (Before Care door)**

- Students with last names beginning with L – Z

## **St. Thomas the Apostle School Pick Up Procedures**

We will be using a staggered dismissal procedure to accommodate social distancing. The students will be released alphabetically through the same doors they used to enter the building. **PLEASE do not get out of your car to meet your student(s) until it is your assigned time.**

Important Reminders:

- Once your student(s) has exited the building, please proceed directly to your car and leave the parking lot immediately to allow for the rest of the students to leave safely. Please do not congregate in the parking lot.
- The speed limit in the parking lot is 15 mph!
- You MAY NOT park in illegal spots or in the fire lanes. Also, you may only park in handicapped spaces if you have the proper identification to use said spaces.
- We ask that you maintain social distancing at all times during drop off, and ALL parents/guardians and students must wear a mask at all times while they are on school property.
- Parents MAY NOT enter the building.

Dismissal schedule and locations are as follows:

### **REGULAR 2:00 DISMISSAL**

#### **Door 1 (Main Entrance)**

- Dismissal for bus students ONLY

#### **Door 11 (After Care door)**

- 1:45 PM: Pre-K 3 and Pre-K 4
- 1:55 PM: Kindergarten and all Pre-K & Kdg. Siblings (all last names)
- 2:05 PM: Gr. 1-8 Last names beginning with A – B
- 2:10 PM: Gr. 1-8 Last names beginning with C – D
- 2:15 PM: Gr. 1-8 Last names beginning with E – F
- 2:20 PM: Gr. 1-8 Last names beginning with G – I
- 2:25 PM: Gr. 1-8 Last names beginning with J – K

#### **Door 2 (Before Care door)**

- 2:00 PM: Gr. 1-8 Last names beginning with L
- 2:05 PM: Gr. 1-8 Last names beginning with M
- 2:10 PM: Gr. 1-8 Last names beginning with N – R
- 2:15 PM: Gr. 1-8 Last names beginning with S
- 2:20 PM: Gr. 1-8 Last names beginning with T - Z

## **St. Thomas the Apostle School Pick Up Procedures (cont'd)**

### **12:20 EARLY DISMISSAL**

#### **Door 1 (Main Entrance)**

- Dismissal for bus students ONLY

#### **Door 11 (After Care door)**

- 12:00 PM: Pre-K 3 and Pre-K 4
- 12:10 PM: Kindergarten Pre-K and & Kdg. Siblings (all last names)
- 12:20 PM: Gr. 1-8 Last names beginning with A – B
- 12:25 PM: Gr. 1-8 Last names beginning with C – D
- 12:30 PM: Gr. 1-8 Last names beginning with E – F
- 12:35 PM: Gr. 1-8 Last names beginning with G – I
- 12:40 PM: Gr. 1-8 Last names beginning with J – K

#### **Door 2 (Before Care door)**

- 12:20 PM: Gr. 1-8 Last names beginning with L
- 12:25 PM: Gr. 1-8 Last names beginning with M
- 12:30 PM: Gr. 1-8 Last names beginning with N – R
- 12:35 PM: Gr. 1-8 Last names beginning with S
- 12:40 PM: Gr. 1-8 Last names beginning with T - Z