

Primary & Elementary  
Drop Off and Pick Up Procedures for “In Person” Learning

Drop Off AM

- Starts at 8:15 am
  - Drive Slowly (5-10 mph)
  - Please follow these procedures.
1. Enter through the Fish Lake Road entrance (near bus lot).
  2. Follow to the back of the school.
  3. Wait in the drop off space for a staff member to approach your vehicle.
  4. Roll the window down and have the student extend wrist out the window to take temperature.
  5. Hand the staff member your ticket to self certify for entry (Post its from Big Hollow).
  6. When temperature is 100.0 or lower the staff member will instruct the student to come out of the vehicle and enter the building.
  7. Students will be assigned to enter at one of the two entry doors.

Drop Off PM

- Starts at 12:40 pm
  - Please follow these procedures.
1. Enter through the Fish Lake Road entrance (near bus lot).
  2. Follow to the back of the school.
  3. Wait in the drop off space for a staff member to approach your vehicle.
  4. Roll the window down and have the student extend wrist out the window to take temperature.
  5. Hand the staff member your ticket to self certify for entry (Post its from Big Hollow).
  6. When temperature is 100.0 or lower the staff member will instruct the student to come out of the vehicle and enter the building.
  7. Students will be assigned to enter at one of the two entry doors.

### Pick Up 10:50 AM dismissal time

- Arrive no earlier than 10 minutes prior to dismissal. We will be using an app/website that registers your family number from your placard and need to have staff input that information into the system.
  - Drive slowly (5-10 mph) while on campus.
  - Please follow these procedures
1. Hang your placard with the number facing out (clear to see) from the rearview mirror.
  2. Enter through the Fish Lake Road entrance.
  3. Follow along to the back of the parking lot.
  4. You will be directed by staff/cones to follow along until you arrive in the pick up area. Please be patient and wait in line until you are directed to move forward to the pick up area.
  5. Students will be waiting in the pick up area.
  6. Your student will get into your vehicle. If you need to assist your student with their seat belt please pull into the Middle School parking lot.
  7. When exiting the parking lot, you must turn right onto Nippersink Road.

### Pick Up 3:15 PM dismissal time

- Arrive no earlier than 10 minutes prior to dismissal. (We will be using an app/website that registers your family number from your placard and need to have staff input that information into the system.)
  - Drive slowly (5-10 mph) while on campus.
  - Please follow these procedures
1. Hang your placard with the number facing out (clear to see) from the rearview mirror.
  2. Enter through the Fish Lake Road entrance.
  3. Follow along to the back of the parking lot.

4. You will be directed by staff/cones to follow along until you arrive in the pick up area. Please be patient and wait in line until you are directed to move forward to the pick up area.
5. Students will be waiting in the pick up area for you to arrive.
6. Your student will get into your vehicle. If you need to assist your student with their seat belt please pull into the Middle School parking lot.
7. When exiting the parking lot, you must turn right onto Nippersink Road.

Map of pick up procedures.

