

COVID-19 Parent Drop Off/Pick Up Procedure (West Point Center)

Policy: PCDC staff will ensure that parent drop off and pick up are as safe as possible and offer limited exposure to prevent the possible spread of germs.

Procedure:

- Drop off will be curbside during the hours of 7:30 am-8:30 am. Parents will pull into the parking loop. The designated staff member will receive the child from the vehicle directly at the entrance ramp. The designated staff member will conduct a health check (see *COVID Health Check Procedure*) and release the parent to leave the parking loop if the child appears in good health. The designated staff member will escort the child to the appropriate classroom. If a child does not meet the criteria outlined in the *Health Check Procedure*, the child will be released to their parent and unable to return until medically cleared to do so.
- Drop off will be in the front lobby during the hours of 8:30am to 4:00pm. Children will not be accepted for drop off after the hours of 4:00pm. Parents participating in a lobby drop off may not enter the building beyond the front lobby. The parent must ring the bell if no staff member is present. The designated staff member will conduct a health check (see *COVID Health Check Procedure*) and release the parent if the child appears in good health. If a child does not meet the criteria outlined in the *COVID Health Check Procedure*, the child will be released to their parent and unable to return until medically cleared to do so.
- Pick up will be in the front lobby during the hours of 7:30am-5:30pm. Parents participating in a lobby pick up may not enter the building beyond the front lobby. The parent must ring the bell if no staff member is present. The designated staff member will bring the child to be released to the parent and follow the *Appropriate Release of Children Procedure*.
- Pick up will be curbside during the hours of 4:00pm-5:30pm. Parents must call the center to notify they are in the loop for pick up. The designated staff member will bring the child to the parking loop and release the child to the parent while following the *Appropriate Release of Children Procedure*.
- Staff members must refrain from physical contact with parents during drop off or pick up. Staff members must apply hand sanitizer directly prior to interacting with the child and family.
- Parents will be prohibited from entering the center while COVID-19 precautions are in place. Parents wishing to interact with their child's teacher must do so via phone, email, virtual platform or scheduled meeting time to be held outdoors.

Referenced Procedures:

COVID Health Check Procedure
Appropriate Release of Children Procedure

Revised 8/3/2020

