

## **Parent Drop Off/Pick Up Procedure (Middlesex Location)**

**All arrival and departure information** are listed inside the attendance book and posted on the bulletin board behind the teacher's desk. There is a set of cards that list emergency contact information in case a child needs to be picked up by someone other than the parent or guardian.

Students are signed IN and OUT when they arrive (after 8:30) or dismissed early (before 2:30). Staff will make note there is a change in the attendance book in case there is an emergency.

Students arriving by bus and car during typical arrival and dismissal times are not signed in or out because they are accounted for on the attendance sheet and monitored using our hourly head count forms.

Parents are expected to have their child dropped off and picked up on time. Daily communication is given via Facebook Messaging, or through the MES Switchboard.

If a student is not picked up on time, one staff member will wait with the student until the parent or emergency contact can be reached. If a student is returned to the school by the bus driver because the parent or guardian was not at home to receive the child, the school will contact the Family Advocate and/or one of the teaching staff. One or all will return to the school to wait with the child until a parent or authorized emergency contact person comes to pick up the child.

### **Arrival**

Bus Riders – Arrive to school between (7:45 – 8:05) depending on traffic and bus routes. Both teachers greet Head Start students in the bus loop. If the weather is fair, we stay together on the sidewalk. For inclement weather conditions, one teacher will wait for the buses and direct students to meet the other teacher either under the overhang in front of the door or just inside the doorway.

Car Riders – Arrive to school between (8:15- 8:20) in the bus loop. They are greeted by one Head Start teacher. Special permission was given by the school to use this area in the morning due to COVID.

### **Departure**

Car Riders – At 2:30 students are escorted to the main parking lot. One Head Start teacher escorts the students to their parent's or guardian's car in the main loop. **All car riders are picked up prior to bus dismissal.**

Bus Riders – Between 3:10-3:45, there are four bus loads. Each load arrives at different times starting at 3:10. Both teachers escort the remaining students out to the bus loop together and wait similar to morning arrival. Inclement weather will change where teachers stand either under the overhang or inside the door with students.

## **Parent Drop Off/Pick Up Procedure (New Kent Location)**

### **Morning Arrival**

**Bus** – Head Start teachers leave the classroom and walk to New Kent Elementary School between **8:25 and 8:30**. Buses arrive at 2 locations; in the front of the school building and on the back of the school building. One teacher receives the students off the busses in front of the school (between 8:40 – 8:50) depending on traffic and route. The other teacher receives the children in the back of the school (bus/school cars). These are students who come from counties outside of the New Kent School District and Special Needs Transportation. Busses arrive at the back of the school building (between 8:40-8:50) depending on traffic and route. Once all busses have dropped off students, all Head Start students are transported on one bus back to classroom location.

**Parent Drop Off** – Parents or guardians drop off their children to the classroom at 9:00 (arrival may be a few minutes early or late depending on when staff and students are transporting back by bus). Parents sign in their child on the daily sign in/out form (child's name/relationship to the child/arrival and departure time).

### **Afternoon Departure**

**Parent Pick Up** – Children are asked to pick up their children by 3:00. Parents sign the daily sign in/out form (child's name, relationship to child, and arrival/departure time). If the child is not picked up before we leave to get on the bus to the elementary school, the child will go with staff and students on the bus. Both the main office and Family Advocate are notified to reach out to the parent.

**Bus** – Students and Head Start teachers leave the classroom between 3:00 and 3:05. A bus arrives between 3:10 and 3:15 to drive both teachers and students back to New Kent Elementary School. One teacher waits with a group of students who are riding the bus coming in front of the building, while the other teacher waits for students riding the bus in the back of the building.

### **Bus Release (Off School Bus)**

An adult (18 or older) must be present to receive the child

If someone new is picking up the child from the bus stop, that person must be on the list. The bus driver will call in to transportation to verify that the adult is approved to retrieve the child from the bus.

## **Drop Off/Pick Up Procedure (King William)**

King William currently has a hybrid procedure. Staggered times and various methods implemented by the school district are in place for when the students arrive and depart.

### **Morning**

**Bus riders** arrive in 2 groups at different times. The first group arrives at 7:45am, the second group arrives soon after 7:55 (depending on traffic). Staff from both classes King William 1 and 2 meet the students in the bus loop (on the side of the school) and escort them to the classroom.

**Car riders** arrive at 8:00am and they meet staff in the back parking lot of the school (C2). There is also a daycare that unloads 4 Head Start students.

**Staff (1 per class)** meet the parents outside of the building (due to covid) the school does not allow parents inside. A clipboard is taken with a sign in/sign out sheet for each classroom. Teachers then proceed to walk students to class.

### **Afternoon**

**Car riders dismiss at 2:30pm.** Parents are met at a different location which is the bus loop. Students stay in a designated area on the sidewalk and parents or guardians walk up to sign their child out.

**Bus riders begin departing at 2:45pm.** They are escorted to their individual buses by Head Start staff .

### **Late Arrivals/Early Departures**

A call is made to the classroom and a staff member will meet the parent or guardian at the designated area (bus loop).

Occasionally, a parent or guardian is allowed to enter the front lobby if they are not familiar with pick up or drop off procedure (via car). In this case, the school secretary will call down to the classroom to inform the teacher.

If a parent is late picking up their child, staff return to the classroom and begin making phone calls to locate them. Staff and student remain in the classroom until they arrive. A call is made to the classroom and the child is escorted by the teacher to the parent or guardian.

## Drop Off/Pick Up Procedure (Charles City Location)

### Drop Off

#### Students Arrive between 8:30am-8:45am

- **Car riders** are dropped off at the car rider line. The line is located along the sidewalk of the parking lot. The students enter the building at the end of the red hall. A staff member individually checks the student's temperature as they line up on the sidewalk leaving from the car with parent or guardian. There is no sign in procedures for car riders.
- **Bus riders** one Head Start teachers gets the students who ride the bus and escorts those students to meet the rest of the class at the end of the car rider line. Once all of the students are retrieved from both the bus and car, both teachers walk the students to the classroom.
- **Late drop off** – The front office will call down to the classroom to let staff know if a student has arrived late. A staff member will walk to the front office to get the student and the parent will sign their child in for the day.
- If a student has not arrived within an hour, a staff member will contact parent.

### Pick Up

- **Car riders** are dismissed at 3:30pm. The students are escorted down to the red hall by a staff member. The school releases students based on their car rider number. Once their number is called, a staff member escorts the child the car to release them to their parent or guardian. If there is a parent has not arrived to pick up their children by car, they are contacted by the teacher or family advocate.
- **Bus riders** leave the classroom at the same time escorted by a Head Start staff member. The students sit and wait and sit on a bench in the front of the school near the main office until the buses arrive (usually a 15- time frame).
- When students are picked up early from school, the main office will call down to the classroom to inform staff who is picking up their child. Most times, the parent or guardian will call the Family Advocate if they plan to pick their child up or had arrangements for their emergency contact person to pick the child up. The Family Advocate or teacher will verify if the person is on the contact list and ask for ID to confirm who the individual is picking up the child from school. Students are to be signed out by the person picking them up.