

Drop off and Pick Up Procedure for Mathews Head Start

Drop off

7:35 am both teacher and assistant head down to the cafeteria, where the door to the bus loop is on the side of the school. Either the teacher or the assistant will go outside into the bus loop to wait for the children to arrive as the other teacher remains at the tables right inside the door of the cafeteria. As children are brought to her she will take their temperature, do a daily health check, a head count and take roll.

7:45am the bell rings and the children start unloading off their buses. The teacher outside retrieves the children on the first load of buses and then they go sit in the cafeteria at the table right by the door with the other teacher to color and read books. The teacher that remains outside continues to wait for the next load of children to arrive.

7:55-8:00 am all buses have arrived and we return to classroom. The children line up. We do one last head count before we leave. Then we have them tickle the wall and one teacher leads with a child and the other tears follows behind the line.

8:00-8:10 Once children arrive in room they unpack, and wash their hands. One of the teachers will do a head count once entering the room. The children who ride the bus are allowed to have free play as we wait for the other children to arrive. Some days I have activities set up for them on the tables. (Most days there is a CHD student left in the room for extra help)

8:10 Either teacher or teaching assistant will leave room and go to the back door of the school next to the weight lifting room to greet the parents and children. This door is right down the hall from our classroom. The teacher takes children's temperature, does a daily health check and has parent sign them in. If the ratio is low in the classroom the teacher can take the first few children who have arrived to the classroom to the other teacher and come back and wait for the rest of the children. If it isn't the children sit either on the benches outside and look at books or sit inside the door and look at books.

8:20 All children should have arrived. Teacher will do a final head count. Teacher will have children line up and tickle the wall to walk to classroom. Once they enter classroom, they will unpack, wash hands and join their friends. The teacher will then do a final head count.

Pick Up

2:10 We have all the car riders pack up to go home. They go to the rest room, wash hands and pack their back pack, and put jackets on. The bus riders will also be packing up and getting ready to leave. Once they are done they can either go play or look at books.

2:15 The car riders line up and teacher goes down line and takes their temperature, and does a final health check. Teacher will also do a head count at this time.

2:20 Teacher or teaching assistant will walk them down to the back door by the wrestling room to greet their parents.

2:30 All children should be picked up.

2:35: Tell bus riders to finish packing up

2:40 Line bus riders up to go home. Take their temperatures, do a last health check and a final head count. Make sure they have all their things to go home. Then have them tickle the wall as we head down to the cafeteria where the bus loop is on the side of the school.

2:45-3:00 Both teachers wait with the children for their buses to arrive.