

## Drop off/Pick-up Procedure 2020-2021

(See map)

Dear Parents/Guardians,

Due to Covid, we have had to make some adjustments to our drop off/pick up procedures. Once you enter school grounds, please wear a mask. The drop off begins at 8:40am. This year, there is no morning recess. Grades K to 2 will enter the building at the door nearest the playground. Grades 3 to 5 will enter the building at the main office entrance. Buses will continue to drop off the students in the Bus drop off/pick up road. Parent drop off will continue to be in the Student drop off road. Staff will be there to direct students where to go and keep them socially distanced. If a student is coming in late or needs to be dismissed, you will use the main entrance.

Dismissal for buses will be at 3:15pm, the buses will be picking up the students in the Bus pick up road. We will dismiss one bus at a time. Parent pick up will be at 3:20pm, please park in the main lot. Students in grades K to 2 will be dismissed at the door nearest the playground. The students in grades 3 to 5 will be dismissed at the main entrance. When waiting for your child, we ask that you kindly stand on a 6-foot marker to maintain social distancing. Staff will bring out one child at a time and call for their parent. Please have identification ready for the staff member. If you have children that are in grades 3 to 5 as well as K to 2, we will have your children picked up at the K to 2 doors. Thanks ahead of time for your patience.

### **K-5 students**

During the times of 8:30 AM – 9:00 AM and 3:00 PM – 3:30 PM, ONLY BUSES may use the Bus drop off/pick-up road as marked.

During the times of 8:40 AM – 9:00 AM, if you are dropping off your child, you must use the Student Drop Off road as marked. **Please let children out on the passenger side of the vehicle. This will be one way traffic, so it is important to let your child out and move along.** There will be a monitor present.

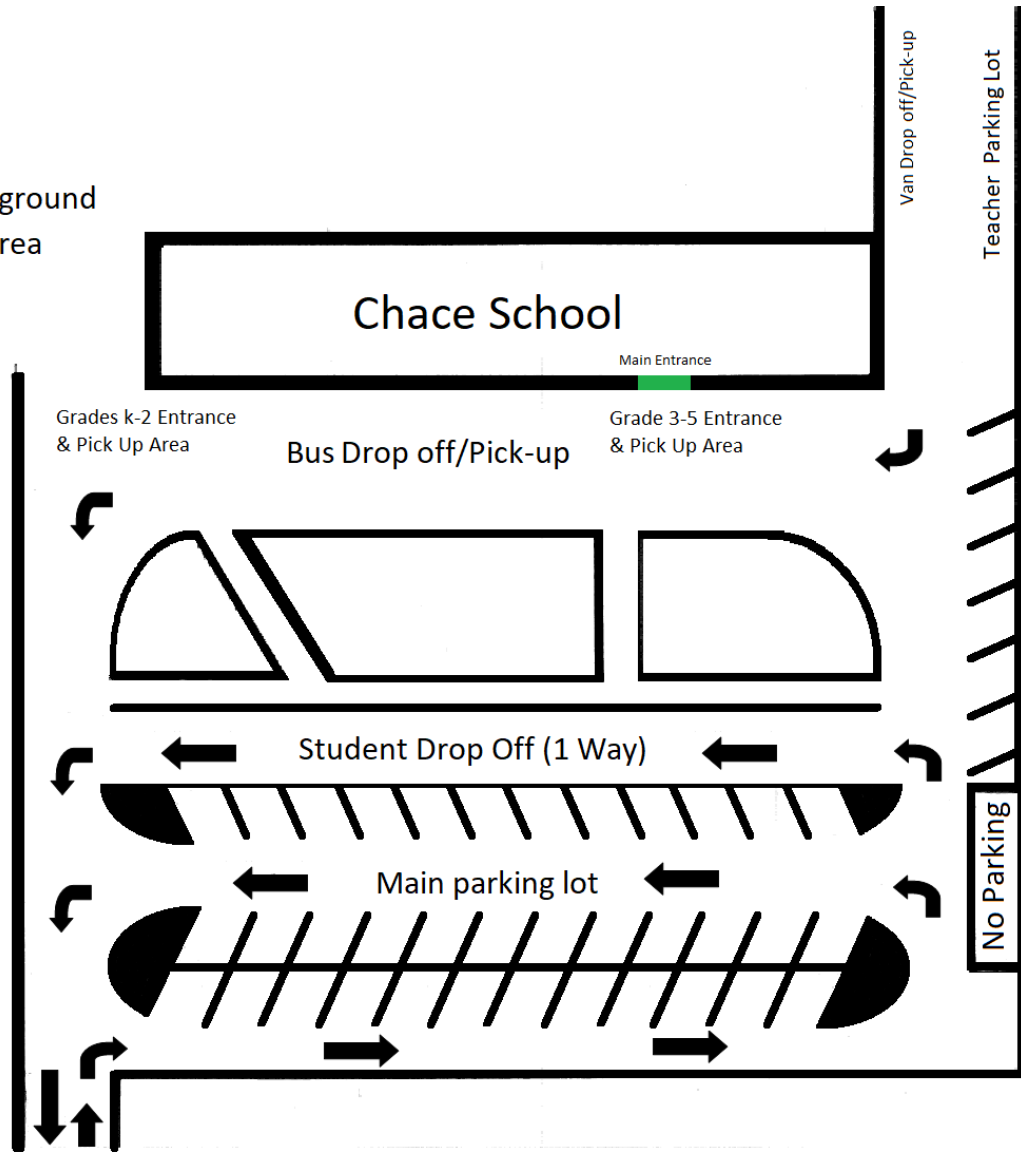
The end of the school day parent pick up time is still at 3:20 PM, **at this time, please park in the main lot and pick up your child at the parent pick-up designated areas for your age group.** Please bring identification with you when picking them up.

Thank you for your cooperation

Tim Plante

Chace Principal

Playground Area



Chace School

Main Entrance

Grades k-2 Entrance & Pick Up Area

Bus Drop off/Pick-up

Grade 3-5 Entrance & Pick Up Area

Van Drop off/Pick-up

Teacher Parking Lot

Student Drop Off (1 Way)

Main parking lot

No Parking