

Due to COVID-19, arrival and dismissal procedures have changed to provide increased health and safety protocols as well as enable social distancing. Students and parents MUST follow these policies without exception.

Morning Arrival Options:

1. Vehicle drop-off lane
2. Park across street and walk
3. Bus

Afternoon Dismissal Options:

1. Vehicle pick-up lane
2. Walking home/meet parent at cross-walk
3. Bus

Each of these options has specific procedures outlined below. Please read the information below based on which option(s) your child(ren) will use.

Please notify your child's classroom teacher and make sure your child knows your daily dismissal procedure.

Students who pay for Alphabest morning/afternoon care may work with Alphabest for after-hours Arrival and Dismissal procedures.

MORNING ARRIVAL

***There will be no vehicle access using the front Harelson parking lot.**

Please park across the street if you must park and cannot use our vehicle drive through drop off. Alphabest must park across the street and may not park in the front parking lot. Please plan for the additional 5 minutes for parking and walking.

Know your assigned gate and review this with your child(ren) so they know where to go. Do not instruct your child to use a gate or meeting location that is different than what is assigned, unless directed by your teacher or staff. Convenience must be sacrificed for order, safety, and predictability.

Harelson students will dismiss approximately 25 minutes earlier than Cross MS. **Harelson students may not wait at Harelson to meet siblings at Cross.** Please make arrangements for after school care and coordinate student pick-up.

- ✓ During COVID-19 protocols, all student temperatures will be checked upon entry.
- ✓ Students who need a school breakfast in the morning must go to their classroom and get a breakfast pass from their teacher before going to the cafeteria for breakfast.

HYBRID MORNING ARRIVAL ENTRY/GATE ASSIGNMENT Bus & Walking Students

Students	Gate for Entry
Buses only	Gate A at Front Office
Remaining Students (who are not able to use vehicle drop off)	Gate B at Art Room/Health Office

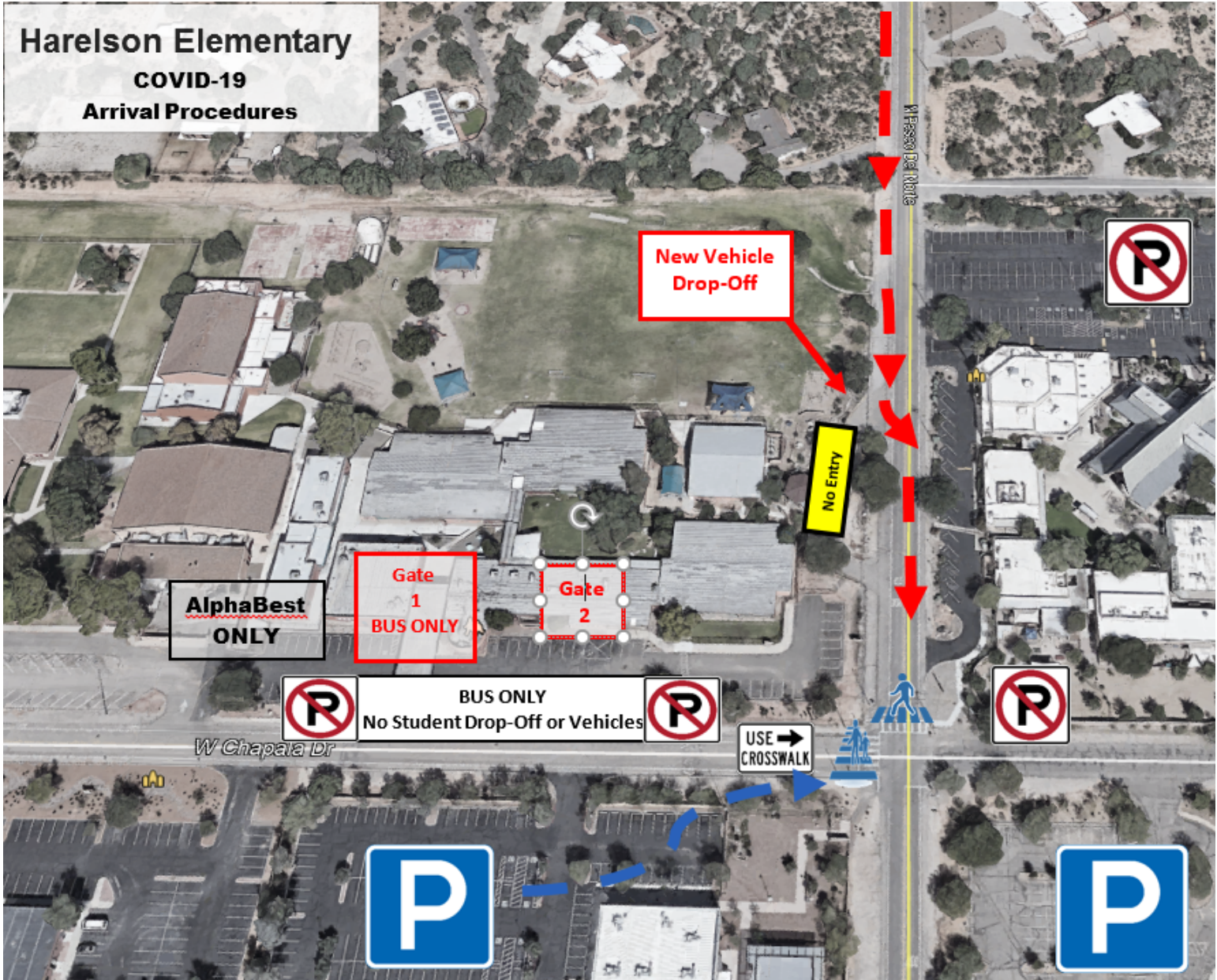
MORNING ARRIVAL PROCEDURES AND POLICY

- ✓ **We prefer students are dropped off using the East vehicle drive thru lane. This provides the most predictable and safe routine.**
 - Students may not unload from vehicles until **7:30am**.
 - Given the number of students using this drop off, please plan for this to take longer than usual, however, during Hybrid instruction there will be half the number of students and times will improve.
- ✓ **Students may not arrive until 7:30am.** Gates will be locked and students will not be allowed on campus before 7:30. Do not arrive or drop off early.
- ✓ Due to COVID-19 global health pandemic safety precautions, parents will not be permitted on campus, including during arrival and dismissal.
- ✓ **Students must go directly to their classroom upon arrival and shall not congregate or hang out.** Please use the exterior porch entrance into your classroom, or whichever classroom door assigned by your child's teacher.
- ✓ If you are unable to use the vehicle drive-thru, you are assigned a specific entry/exit gate A or B.
- ✓ Kindergarten families, please follow the arrival procedures outlined by your classroom teacher.
- ✓ If you need to park, parents must park across the street (including Alphabest) and may not park in the front parking lot. Please plan for the additional 5 minutes for parking and walking.
- ✓ Please park in designated and approved parking areas (see maps). We are fortunate to have permission from St. Andrew's and St. Odilia and we can maintain our wonderful partnerships by parking only in the approved lots.
- ✓ Please use crosswalks.

ALPHABEST BEFORE/AFTER CARE STUDENTS ONLY

- ✓ Alphabest is located in room 23. Alphabest students may enter through the Alphabest gate off of the parking lot. Parents may not park in the parking lot after 7:00am. No exceptions. Please park across the street and walk.

MORNING ARRIVAL MAP



AFTERNOON DISMISSAL

- ✓ The front parking lot and entrance **may not** be used to park, drop off, or pick up students. There are no exceptions.
- ✓ There will be cones and signage for traffic flow on Paseo del Norte drive.
Please approach from North to South along Paseo del Norte. No U-Turns.

AFTERNOON DISMISSAL VEHICLE DRIVE-THRU

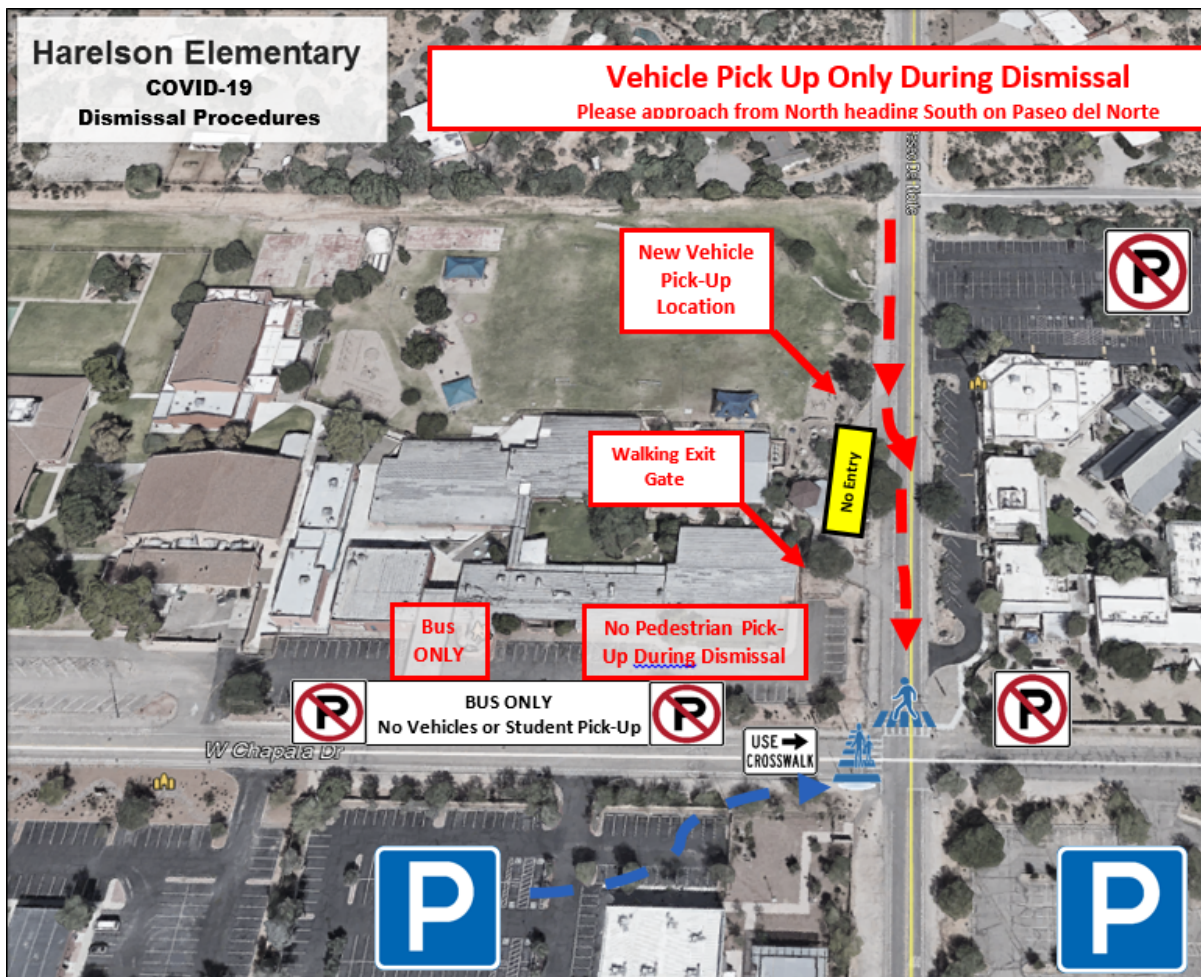
- ✓ When using the Vehicle drive thru, here are a few rules that will help traffic move:
 - **DRIVE SLOW AND BE AWARE OF YOUR SURROUNDINGS**
 - **EXIT/ENTER VEHICLE ONLY ON THE PASSENGER SIDE OF THE VEHICLE.**
 - **Have your child already wearing his/her mask.** Students must have mask on before exiting the vehicle
 - Adults must stay in your vehicle and **do not get out** – drivers should remain at the wheel.
 - Have backpacks and materials ready in the vehicle, not in the trunk.
 - Teach your child how to buckle and secure their seatbelt on their own. Now that they are in elementary school, this is an important, appropriate, and helpful next step!
 - If your child requires a booster/car seat, place it on the passenger side for safe exit.
 - Watch traffic flow and pull completely forward. Continue to pull forward slowly as the line moves.
 - For dismissal/pick-up: **Make a sign with the first and last names of ALL of your children.**
 - **Make copies and give them to anyone else who picks up.**
 - Having these signs visible when you drive through SIGNIFICANTLY improves our speed. Attaching to your passenger visor works very well. (see website link for a downloadable form)
 - Please explain and/or train anyone else who picks up your child through the vehicle pickup so they know what to do and where to go.

AFTERNOON DISMISSAL WALKING/MEET PARENT

There is an option for students to walk/exit home after school. This option will not work for all students. Please contact your teacher for a permission form (included below) indicating your child has permission to walk, before they will be allowed.

- If you are meeting your child, **you will need to wait off-campus and have your child meet you at a pre-determined meeting location.** (corner of Paseo del Norte & Chapala)
- Parent/guardians may not gather or congregate while waiting for walking students.
- All students will be walked to the exit and young children will be walked to the crosswalk by a teacher.
- Additional staff will be positioned at the crosswalk to assist with safe crossing. If your child is old enough to walk home alone, they can use the crosswalk and walk home from there.
- Since grade level teachers are walking students out by grade level, siblings can meet up at the cross walk before crossing.

AFTERNOON DISMISSAL MAP



AFTERNOON DISMISSAL VEHICLE NAME SIGN

**Please complete this sign using a marker to write the names of your students/children and grades.
Attach/rubber band to passenger visor facing out for vehicle pickup.
Make copies and give to any family member who may pick up.**

The form is a template for a vehicle name sign. It consists of three vertical black lines. The first line is on the left, the second is in the middle, and the third is on the right. These lines create two columns for writing. A small horizontal line is attached to the right side of the rightmost vertical line, approximately one-third of the way down from the top.

AFTERNOON DISMISSAL WALK/MEET PARENT PERMISSION**Harelson Walk Home from School Permission Form**

I give permission for my child _____ to walk home from Harelson after school. If my child is walking out to meet his/her parent/guardian, the parent/guardian will wait off campus until students have crossed at the crosswalk with school staff.

Teacher name: _____

Here is my child's dismissal plan each day: (please circle)

Monday:	Walking	Vehicle Pickup Line	Bus
Tuesday:	Walking	Vehicle Pickup Line	Bus
Thursday:	Walking	Vehicle Pickup Line	Bus
Friday:	Walking	Vehicle Pickup Line	Bus

Parent/guardian Printed Name

Parent/Guardian Signature

Date

*Please return this form to your child's teacher.