

Drop off and Pick up Procedures

During Covid-19

Parent Parking

Please do not park in either parking lot, as they are for staff only. The east side lot will have a lot of foot traffic during drop off and pick up, and school buses will be using the west parking lot. During pick up and drop off times these lots will be blocked to all traffic except school buses on the west side.

Please allow time for drop off and pick up and respect the neighbourhood. Do not block driveways, do not speed through the neighbourhood or school zone, and obey all parking signs.

Remember that the law states that ***cars park no closer than ten meters (30 feet) from a street corner***. This is essential to ensuring that crosswalks around the school remain open to safe pedestrian crossings.

General Procedures

We will be taking the temperature of all persons entering the building and ask that upon entering, each person uses the hand disinfectant provided. Please observe the physical distancing marks/pylons and arrows on sidewalks and in hallways. These are there to help maintain a safe distance between individuals.

Only one parent of each Junior Kindergarten child may enter the building to bring in their child, however, that parent must be masked. Markers will be placed to indicate physical distance and parents/students will wait outside the room until teachers indicate.

All students who are in the grade 3-4 class and up are required to wear masks upon entering the school grounds and while in the shared areas of the school, including hallways and washrooms. Students of lower grades are strongly encouraged to wear masks if they can do so safely.

Should you have children in multiple grades, please have your children enter together through the younger child's entrance. For Ex. JK and Grade 3 Student. Please enter through the JK classroom entrance, send the older student up the stairs to their classroom (please do not

escort them, there will be staff and teachers monitoring the halls to ensure everyone gets to their correct classroom) proceed to the JK classroom and drop off your child.

Before School Care

Before school care (7:30 am - 8:30 am)

K-6: Please use the Southwest doors and proceed downstairs.

JK: Use the Southwest doors and proceed upstairs to reception to take the main hallway to the stairs down to the Sunshine room to drop off your JK student. **Please do not cut through the Auditorium**

Should you have both a JK before school and K-6 OSC student, on drop off please send the K-6 OSC student down to the auditorium, and follow the JK procedure.

Drop Off Procedures

- General school entrance begins at 8:30. Students who are dropped off before this will be directed towards before school care and parents will be billed drop-in rates. Unfortunately we can no longer be flexible during school entry, so please respect the 8:30-9:00 entry time.
- Sunshine and Sunflower Junior Kindergarten students will enter the east doors and exit through the lower level north entrance.
- Acorn and Rainbow Junior Kindergarten students enter and exit through the west doors (near the gym). Acorn parents will exit through the classroom side door and out through the gym, Rainbow parents will exit out via the classroom entrance.
- Kindergarten to Grade 2 students will enter through the south-facing doors of the east entrance and exit through the north-facing east door and proceed to the street via the east parking lot. No vehicle traffic will be happening during entrance and exit times in this lot.
- Grade 3 to 7 students will enter and exit through the southwest door.
- Grade 8 to 9 students will enter and exit through the west door (Near gym).
- High School students enter and exit through the lower north entrance (near the swing sets).

Pick up Procedures

- Children will be released at the following times:

Kindergarten	3:15 p.m.
Grade 1	3:20 p.m.
Grades 1/2	3:25 p.m.
Grades 2/3	3:30 p.m.
Grades 3/4	3:35 p.m.
Grades 4/5	3:40 p.m.
Grades 6/7	3:40 p.m.
Grades 8/9	3:40 p.m.
High school	3:40 p.m.
Bus students	3:25 p.m.

After School Care

- Grades K-6 - After school care (3:30 pm - 5:30 pm) please use the Southwest doors and proceed downstairs to the Auditorium. Please do not come into the auditorium, wait at the entrance for the out of school care staff to get your child signed out and gather their belongings.
- JK After school care (4:30 pm - 5:30 pm) please use the Southwest doors and proceed upstairs to the end of the hallway then downstairs to the Sunshine room .
- If you are picking up a child in JK and K-6, please proceed to where your JK child will be located and then proceed to go outside and meet your older child in the front yard.
- Should you be picking up a JK student and an OSC student, please proceed to the JK classroom and the JK teacher will call the OSC staff and have them send your older child to the JK classroom to meet you there.