



## McCollom Morning Arrival Procedures



Door #17 is the latchkey entrance. Please ring the buzzer and latchkey staff will direct you with next steps. Latchkey opens at 7:00.

### Students walking:

- Walk to assigned grade level area / cohort location which will be designated by signs.

### Students arriving by car:

- Place student / teacher ID card on your dash on the passenger side to help with the continuous flow of traffic (you will receive the cards the first week of school).
- Drivers should remain in their vehicles when dropping off students. Families should drive South on Waddington to drop off K-3<sup>rd</sup> students at their designated grade level area / cohort (signs will be posted). For grades 4<sup>th</sup> and 5<sup>th</sup>, turn right on 11<sup>th</sup>, then right again on Provincial Lane to drop off students at their designated grade level area / cohort (signs will be posted).
- **ALL STUDENTS WILL BE REQUIRED TO WEAR MASKS BEFORE EXITING THEIR VEHICLE.**
- Teachers / assigned staff will meet students outside for building entry (social distancing).
- Students will line up with class (cohort group).
- Teacher will meet class outside at 8:50.
- Teachers / Students will be directed by an adult when to enter the building.

At 8:50 students will have temperatures taken and begin to enter the building (students must be wearing masks). If a student wants breakfast, they will receive their breakfast on the way to their classroom and will eat breakfast in the classroom during the first few minutes of class time.

- Any student with a fever will be evaluated and district protocol will be followed.
- When in-person drop-off/ pick-up is needed outside of normal arrival time, please contact the office. Only a single caregiver should enter the building.
- When in person drop-off is needed, parents should call the office. Arrangements will be made to ensure limited entrance in the building.
- Adults entering the building must wear a face covering.



## McCollom Afternoon Dismissal Procedures



### Students leaving by car:

- Place student / teacher ID card on your dash on the passenger side to help with the continuous flow of traffic (you will receive the cards the first week of school).
- Drivers should remain in their vehicles when picking up students. Families should drive South on Waddington to pick up K-3<sup>rd</sup> students at their designated grade level area / cohort (signs will be posted). For grades 4<sup>th</sup> and 5<sup>th</sup>, turn right on 11<sup>th</sup>, then right again on Provincial Lane to pick up 4<sup>th</sup> and 5<sup>th</sup> grade students at their designated grade level area / cohort (signs will be posted).
- **ALL STUDENTS WILL BE REQUIRED TO WEAR MASKS UNTIL SECURED IN THEIR VEHICLE.**

## **Important Things to Remember:**

1. All adults and students will wear masks while in the building. Please send an extra mask in your student's backpack.
2. Students will have mask breaks during their time outdoors (recess and outdoor lessons)
3. Although we appreciated all the wonderful volunteers that McCollom has had in the past, this year we will not be able to have volunteers inside the building.
4. At this time non-essential personnel are limited in the building.
5. If you are picking up a student early call the office using the number posted on the door. Arrangements will be made through the office.
6. Please keep all phone numbers and emails up to date in parentvue.
7. Social distancing will occur to the great extent possible.
8. Student and adults will wash/ sanitize hands every hour, before lunch and after recess.
9. Students will remain with cohort group to keep the same students and teacher together for the day.

## **Inclement Weather:**

Before school:

If light rain students/ staff will stay in cohorts.

In the event of heavy rain, lightning, etc. staff will determine if the Inclement Weather plan is used. Students will move to regular door. Safety is the main concern. Students will move to classroom with cohort groups. Temperature checks will be taken before moving into the classroom. Breakfast will be adjusted.

After School:

If light rain students/ staff will stay in cohorts.

In the event of lightning or heavy rain, staff will determine if the Inclement Weather plan is utilized. A parent link may be sent to share information. Teachers and staff utilize radios to communicate when families arrive.