

## COVID-19 Morning Drop-Off & Afternoon Pickup Procedures

### JGS 2 year old Daycare

**JGS Daycare students only will be allowed to be dropped off & picked up here. No siblings or visitors will be allowed to enter.**

#### **Morning Arrival:**

1. Children may arrive for school between 7:30am -10:00am.
2. Parents should pull in to the parking lot in front of the double doors of Moore Hall. Parents should call the PK2 phone **(318) 355-0834**. Parents should not get out of the car and must wear a mask.
3. A teacher will come to the car & check the temperature of the child and verify with parents that the child has not exhibited any COVID-19 symptoms.
4. Upon the child's arrival, the physical condition of each child shall be observed for possible signs of illness, infection, bruises, or injuries. If something is observed it shall be documented. Documentation shall include an explanation from the parent or person dropping off the child.
5. Students will use hand sanitizer before entering the building and will immediately wash hands before going in to classrooms.
6. The teacher will sign students in to Brightwheel.

#### **Afternoon Dismissal:**

1. Regular Dismissal is at 2:50pm.
2. Parents should pull in to the parking lot in front of the double doors of Moore Hall. Parents should call the PK2 phone **(318) 355-0834**. Parents should not get out of the car and must wear a mask.
3. A teacher will bring student to the car.
4. To pick up students after 3:15, parents should call the PreK2 cell phone **(318) 355-0834**. If someone else is picking up your child, please make sure his or her name is on our approved list. They will have to present a valid ID to pick up your child.
5. Parents must adhere to the hours of the center. Parents who pick up their children later than 5:45 will incur a \$5.00 per minute, per child late fee.
6. The teacher will sign students out of Brightwheel.

### **PreK3 & PreK4 (Jesus the Good Shepherd Church)**

**PreK3 & PreK4 students only will be allowed to be dropped off & picked up here. No siblings or visitors will be allowed to enter.**

#### **Morning Arrival:**

1. Children may arrive for school between 7:30-8:00am.
2. Parents should pull under the overhang at Jesus the Good Shepherd Church. Parents should not get out of the car.
3. Carseats should be placed behind the driver's seat.
4. Students will use hand sanitizer upon entering the building and will immediately wash hands before going in to classrooms.

#### **Afternoon Dismissal:**

1. Dismissal begins at 2:45pm.
2. Parents should pull under the overhang at Jesus the Good Shepherd Church to pick up students. The teacher will bring the child to the car and parents should pull to the parking lot to buckle children in. Teachers will not be allowed to buckle children in to car seats.
3. Children not picked up by 3:15 will go to the 2<sup>nd</sup> awning on Good Shepherd Lane.
4. Children not picked up by 3:30 will be put on the Extended Day roster and parents will be charged the daily rate.

**Students in Kindergarten through 6<sup>th</sup> grade will be picked up and dropped off at the designated area for the youngest child in the family. Homeroom teachers will be in homeroom classrooms daily at 7:30am. This does not apply to any Daycare students.**

**Kindergarten, 5<sup>th</sup> & 6<sup>th</sup> grades in Gym parking lot:**

**Morning Arrival:**

1. Students may arrive at school between 7:30-8:00am.
2. Parents should pull in to the gym parking lot next to the playground fence and proceed to the duty teacher.
3. Students will exit the car by the faculty member on duty.
4. Students will use hand sanitizer before entering the building.
5. Upon entering the building, students will proceed to wash hands and go immediately to their homeroom class.
6. Parents will not be allowed to walk students in to the building.

**Afternoon Dismissal:**

1. Dismissal begins at 2:55pm.
2. Parents should pull in to the gym parking lot next to the playground fence and proceed to the duty teacher.
3. Students will be waiting in their homeroom classrooms and will be called to the dismissal site as soon as parents arrive.
4. Students not picked up by 3:15 will go to the 2<sup>nd</sup> awning on Good Shepherd Lane.
5. Children not picked up by 3:30 will be put on the Extended Day roster and parents will be charged the daily rate.
6. Parents will not be allowed to walk up to get students.

**1<sup>st</sup> – 4<sup>th</sup> grades at the front of the school on Good Shepherd Lane:**

**Morning Arrival:**

1. Students may arrive at school between 7:30-8:00am.
2. Parents should pull up to the front of the school by the office in a single file line and proceed to the duty teacher.
3. Students will exit the car by the faculty member on duty.
4. Students will use hand sanitizer before entering the building
5. Upon entering the building, students will proceed to wash hands and go immediately to their homeroom class.
6. Parents will not be allowed to walk students in to the building.

**Afternoon Dismissal:**

1. Dismissal begins at 2:55pm.
2. Parents should pull up to the front of the school by the office in a single file line and proceed to the duty teacher.
3. Students will be waiting in their homeroom classrooms and will be called to the dismissal site as soon as parents arrive.
4. Students not picked up by 3:15 will go to 2<sup>nd</sup> awning on Good Shepherd Lane.
5. Children not picked up by 3:30 will be put on the Extended Day roster and parents will be charged the daily rate.
6. Parents will not be allowed to walk up to get students.