

Arrival and Dismissal Procedures

Goals

- Be safe in the parking lot and loop.
- Limit interaction between children in different classes.
- Limit exposure in general.

In General

- Everyone 3+ years old must wear a mask in the parking lot, on the sidewalk, on the front porch, and in the hallway.
- Only one adult per family may get out of the car and walk around.
- Please do not congregate with other families.
- Our staff members will be inside guiding the children.
- We do not accompany the children outside.
- If your child is in grades 1 to 6, do not enter the building at this time. If you have paperwork for us:
 - Scan and email it to us.
 - Visit us any time besides drop-off and pick-up.

Arrival

- Timing
 - We unlock the doors at 8 am.
 - Children should be in class & engaged by 8:25 am. (This may take longer the first week of school!)
- Preschool, young fives, and kindergarten
 - Park your car.
 - One adult may get out of the car to accompany your child inside.
 - Come to the classroom.
 - Form a line in the hallway, standing apart from other families.
 - The teacher will welcome one child at a time.
 - There may be some separation anxiety, so please be patient.
- Grades 1, 2 and 3
 - Pull around the loop.
 - Drop your child off on the sidewalk near the front doors.
 - Do not let your child out of the car unless your car is up against the sidewalk.

- Watch your child walk inside the front doors.
- Grades 4, 5 and 6
 - Drop off at the west doors (by the parking lot).
 - When you pull into the parking lot, go straight toward the building, and turn left.
 - When your car is in front of the hallway doors, let your child out of the car.
 - Watch your child walk inside.
 - If you are dropping off a younger child using the front doors, your older child may use the front doors as well.

Dismissal

- School ends at 11:30 am or 3 pm.
- Preschool, young fives, and kindergarten
 - Park your car.
 - One adult may get out of the car.
 - Come to the classroom.
 - Form a line in the hallway, standing apart from other families.
 - The teacher will dismiss one child at a time.
- Children in grades 1 to 6 WITH permission to leave the classroom unattended
 - The children will exit from the west doors (by the parking lot).
 - Park in the lot.
 - You may wait in your car or walk over to the sidewalk to meet your child.
 - Please talk to your child IN ADVANCE about where to find you.
 - If you are picking up a younger child from the front doors, your older child may use the front doors as well.
- Children in grades 1 to 6 with NO permission to leave the classroom unattended
 - They will exit from the front doors.
 - You may drive through the loop OR park in the lot and meet your child on the front porch.

Permission

- To change your decision about having your 1-6 child leave the classroom on his own, send an email to your classroom teacher AND Melissa Brown in the office clearly stating that you “give your child permission to leave the classroom unattended at the end of the school day.”
- Melissa’s email address is mbrown@eaglecreekacademy.com.
- Communicate with your child's teacher. :)

Please share this information with family & friends who drive for you.

Thank you for keeping our community safe!