

Sign In/Out Procedures

Mask Protocols:

- Children enrolled are not required to wear a mask at school.
- Adults and siblings accompanying (12 years old or older) must wear a mask outside of vehicle.
- Teachers will be wearing masks in the classrooms and during sign-in procedures.

Sign-in Procedures

1. Please line-up along chalk lines to encourage social distancing.
2. There will be two staff members each attending to individual family check in.
 - Staff is responsible for checking the temperature of the child(ren) enrolled, the parents and the siblings accompanying them. Parents will fill out a **Daily Health Check Screening Form during this time.**
3. Once completed, families will need to sanitize their hands before entering the school.
4. Parents will then escort their child(ren) to their designated cubby to put their teddy bear bag in. The sign in/out sheet will be located on top of the cubbies.
5. Parents will have to remain in the hallway as they are greeted by their child's teacher. Only staff and children are permitted to be in the building.

**If you need to drop your child(ren) off late, please call the school upon your arrival. We will come out and complete the check-in routine.

Sign-Out Procedures

1. Please line-up along chalk lines to encourage social distancing. Please have your mask on and sanitize your hands before entering the school.
2. Gather your child's belongings and then sign them out (sign in/out sheets are located on top of the cubbies).
3. Open the door to your child's assigned classroom and we will walk them to the door.

When not to bring your child to school.

The health and safety of the children continues to be our number one priority. As we make the necessary precautions to open back up, we must take any signs of illness very seriously. Here are some situations where we advise not to bring your child(ren) to school.

- Fever/Chills
- Sore throat
- Fatigue
- Stomach ache
- Unable to be outside for most of the day.
- Coughing
- Any Flu-like symptoms (Nausea/Vomiting/Diarrhea)

If your child does have any of these symptoms, please follow the **Health and Safety** guidelines in our parent handbook.

If Covid-19 is found in a child.

Please notify the school immediately.