

Arrival and Dismissal Procedures

Dear Parents/Guardians:

Our school's traffic patterns have been designed for the safety and security of your children. It is critical that you understand and comply with our arrival and dismissal procedures regularly. You are encouraged to read this letter carefully so you fully understand the process. For a better understanding of the designated traffic pattern, you will find attached to this letter a map of our building showing the designated traffic pattern for morning drop-off as well as afternoon pick-up.

Any vehicle picking up a student from SLA must have a placard with the name of the student being picked up. Students will not be released to any vehicle without an assigned placard. If a parent/guardian is not able to show the placard for any reason, he/she will need to park in a legally designated parking space and show appropriate identification (photo ID) to the front office in order for the student to be released.

*Students will only be released to those listed on the Student's Contact List.

Arrival and Departure

Arrival Procedures:

- **Students should not arrive before 7:00 AM.**
- Students will need to put on their mask/face covering upon arrival.
- Your child must be seated on the passenger side of the vehicle.
- Drive your vehicle parallel to the curb, pulling up to the designated arrival zone.
- Roll down passenger-side windows prior to arriving to dedicated zone.
- Stop at the designated arrival zone and remain in your car.
- Staff will walk to your car to greet you and your child. We ask that your child remain seated with his or her seatbelt on.
- A staff member will take your child's temperature using a contactless thermometer prior to your child leaving the vehicle.
- If your child has a temperature over 99.7°F (low-grade fever), a staff member will verify the temperature with another thermometer.
- Any child with a temperature over 99.7°F (low-grade fever) will not be admitted and sent home for monitoring. If your child's temp reaches 100.4°F or higher, please contact your health provider.
- With a cleared temp check, your child will be invited to unbuckle the seat belt and enter the school accordingly.
- As soon as the car door closes and your child is safely away from the car, you may proceed carefully and exit the parking lot.
- As these daily health procedures require numerous staff to be involved for a long period of time in the morning, it is important that all families arrive within the designated drop-off times so these procedures are implemented properly and promptly in order for all staff to begin their daily responsibilities.

Scheduled Arrival Times:

- Times will be staggered by grade level to minimize crowding and traffic congestion.
 - 6th Graders: 7:00 – 7:10 am
 - 7th Graders: 7:10 – 7:20 am
 - 8th Graders: 7:20 – 7:30 am

Late Arrival:

- Students arriving late must call the main office upon arrival.
 - Stop at the designated arrival zone and remain in your car
 - A staff member will come out to your car, take your child's temperature and follow the same protocol as listed above

Dismissal Procedures:

- **All Students MUST be picked up before 2:30 pm.**
- **Parents/Guardians will no longer be allowed to wait at school prior to their scheduled pick-up time.**
- Please review and follow the updated parent/guardian pick-up procedures and loop map.
- Please pull up into the correct designated pick-up line.
- Wait in your car for directions to proceed through the loop.
- Walk-up departures cannot be facilitated at this time.

Scheduled Departure Times: (Car Riders)

- Times will be staggered by grade level to minimize crowding and traffic congestion.
 - 6th Graders: 2:00 – 2:10 pm
 - 7th Graders: 2:10 – 2:20 pm
 - 8th Graders: 2:20 – 2:30 pm

Early Departure:

- Early departure must be scheduled in advance with the main office.
 - Contact the office and indicate the exact time of your child's early departure
 - Office staff will notify the classroom to make arrangements for assisting the child with departure at the pre-arranged early departure time
 - At the pre-arranged early departure time, please pull up to the curb and call the front office
 - A staff member will deliver your child to you as soon as possible

Note: If a student is going home with another student, **BOTH** students will need to bring in or e-mail permission notes from EACH student's parent/guardian, **NO LATER THAN 9:00 AM THE MORNING OF.**

*** PLEASE SEE STUDENT DROP-OFF AND PICK-UP MAPS FOR TRAFFIC PROCEDURES.**

****Students should only be dropped off and picked up at the designated locations.**

Note: In the event that any changes are made, the revised terms and conditions of this plan will be posted on the school's website. Student Leadership Academy may change, add, cancel, remove, or otherwise modify this document at any time without prior notice. Thank you.