

## DROP-OFF & PICK-UP POLICY

During the COVID-19 pandemic, our principal objective is to facilitate safe drop off and pick up procedures, designed to minimize viral transmission. All families and staff are required to abide by the following policy to ensure that we remain in compliance with CDC recommendations and updated DHS regulations during these times.

### Child Drop-off:

- Daily arrival and drop off times must be scheduled with the school in advance and indicated on the Enrollment Contract.
- Parents/guardians should take their child's temperature before coming to school each day and confirm that their child does not have a fever, shortness of breath, or cough. Children who show symptoms of illness should not be brought to school.
- Families arriving by car must pull into a designated parking space and call the school to notify us of their arrival.
- All family members must wait inside the car; a trained staff member will come outside the facility to pick up the children as they arrive for their scheduled drop off time.
- Families who walk to school should proceed to a designated drop off area and call the school to notify us of their arrival; families should wear masks while they wait in the designated drop off area.
- All family members must wait in the designated drop off area; a trained staff member will come outside the facility to pick up the children as they arrive for their scheduled drop off time.
- Curbside drop off will limit direct contact between parents, children, and staff; to adhere to social distancing recommendations, staff will stand at least 6 feet away from the parent/guardian and child.
- Before entering the school building, trained staff will screen all children for fever of 100.4F or above, and other signs of illness using the COVID-19 Screening Tool provided by the RI DHS and RI DOH. A visual inspection of each child will be conducted for signs of illness which could include flushed cheeks, rapid breathing, difficulty breathing, fatigue, or extreme fussiness. Parents/guardians must remain until the COVID-19 screening procedure is completed and the child is cleared for entry into the school building.
- Children and adults who have a fever of 100.4F or above or other signs of illness will not be permitted in the school building. Parents/guardians should consult with their child's pediatrician for further guidance.
- Children who are cleared for entry into the school building will be walked to their classroom by a trained staff member (infants will be carried); parents/guardians should not enter the school building during drop off.
- Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands with supervision before they enter the school. If a sink with soap and water is not available, hand sanitizer with at least 60% alcohol will be provided.
- Staff will wear personal protective equipment (PPE) at all times during drop off, pick up, and while completing the health screening and temperature checks.

## Child Pick-up:

- Daily pick up times must be scheduled with the school in advance and indicated on the Enrollment Contract.
- Families arriving by car must pull into a designated parking space and call the school to notify us of their arrival.
- All family members must wait inside the car; a trained staff member will come outside the facility to drop off the children as their parents/guardians arrive for their scheduled pick up time.
- Families who walk to school should proceed to a designated pick up area and call the school to notify us of their arrival; families should wear masks while they wait in the designated pick up area.
- All family members must wait in the designated pick up area; a trained staff member will come outside the facility to drop off the children as their parents/guardians arrive for their scheduled pick up time.
- A trained staff member will screen all children for fever at the end of the day, and will walk them back to their cars; infants will be transported in their car seats.
- Curbside pick up will limit direct contact between parents, children, and staff; to adhere to social distancing recommendations, staff will stand at least 6 feet away from the parents/guardians.
- Ideally, the same parent/guardian or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
- Parents/guardians should not enter the school building during pick up.
- Staff will wear personal protective equipment (PPE) at all times during drop off, pick up, and while completing the health screening and temperature checks.

