

# Arrival & Dismissal

## Entry/Exit Doors by Grade Level

Door 1 - AM/PM - 4th Grade and bussers  
Door 2 - AM/PM - First Grade and 5<sup>th</sup> Grade  
Door 3 - AM/PM - 2nd Grade  
Door 4 - AM/PM - 6th Grade  
Door 5 - AM/PM - Room 116  
Door 6 - AM/PM - Room 117  
Door 8 - AM/PM - Rooms 101, 102, 115 and 103  
Door 10 - AM/PM - Room 216, 217, 218 and 219

## Arrival Procedures

### 8:25-8:30 – Arrival at School

**Priority** – Enforcement of social distancing and mask wearing for arriving students.

- All students and adults must be wearing a mask that covers the nose and mouth upon arriving at school.
- To ensure social distancing, we are asking that when possible, only students walk up to the building on grounds. Please practice with your child what it looks like to be 6 feet behind another person.
- Staff members will be present at 8:25 to guide your child to their entry door where a staff member will be ensuring all students social distance.
- If you walk your child to school, please say good-bye as you encounter the first Collins staff member and allow your child to walk the remainder of the way up to the building.
- Staff at your child's entry door will direct students where to stand while they are waiting to enter the building. (Please note, your child should not arrive at school prior to 8:25.)
- The park is closed to all students in the morning.

### 8:30-8:40 – Student Entry into the Building

**Priority** - Students entering the building will have his/her temperature checked at the door they are entering through.

- All students should have their green symptom free verification card visible upon arrival to school.
- Bus riders will be met by a Collins staff member and then exit the bus and go straight to Door 1.
- Students will enter assigned door and sanitize his/her hands upon entering.
- Students will go directly to his/her classroom while remaining socially distanced from others. All hallways have visual yellow and green markers indicating being 6 feet apart and will be monitored by adults.
- Classroom teachers will stand at classroom doors to greet students and monitor social distancing in hallways.

- Any child with a fever of 100.4 or higher will be escorted to an alternative "Care Room" and the parent will be called to pick his/her child up.

**8:40 – All students enter through Door 1**

**Priority** – Student temperature checked and receive tardy from office staff.

- If a student comes after 8:40, the student will enter Door 1 after ringing the doorbell and getting a temperature check by an office staff member.
- Student will then go straight to his/her classroom.
- Any child arriving after 8:40, will be given a tardy slip to present to his/her teacher.

## Dismissal Procedures

### Staggered Dismissal beginning at 2:50

**1st Dismissal – 2:50 p.m.**

**Priority** - Dismissal of Kindergarten bus riders and Kasper students

- An adult will escort Kindergarten students to the busses and to Kasper in the gym.

**2nd Dismissal – 2:55 – 3:00 p.m.**

**Priority** – Staggered bus dismissal and Kasper students (1st-6th)

- Each bus will be called one by one over the PA system in the order they have arrived.
- Students will remain 6 feet apart from others and go straight to their bus exiting either Door 1 or Door 2.
- Students will sit in their assigned seat one student per seat unless the child has a sibling.

**3rd Dismissal – 2:58 - 3:00 p.m.**

**Priority** - Dismissal of walkers

- After all busses are loaded, a bell will ring at 2:58 indicating students on the first floor will be dismissed.
- At 3:00 a second bell will ring indicating students on the second floor will be dismissed.
- Teachers will lead their classrooms to their assigned exit door in order to monitor traffic flow in the hallways ensuring students are walking directly out of the building remaining 6 feet apart.
- Students being picked up will immediately head to his/her parent meeting spot or car.
- Students walking home with other students need to have a predetermined meeting spot on the outside of the building.
- Students meeting parents will need to have a predetermined meeting socially distanced from others, preferably off school grounds.
- Staff will monitor traffic flow outside to ensure students are meeting siblings and/or parents at meeting location and leave school promptly.