

2020-21 Newberry Elementary Student Early Check Out, Change of Dismissal, and Arrival / Dismissal Protocols

In Response to COVID 19

In order to keep children safe, and keep drop-off and pick-up as efficient as possible, our school has adopted these protocols until further notice. We ask that all parents and guardians review and follow the protocols in order to contribute to our safe school culture and demonstrate consideration and respect for all.

Picking Children Up Early from School

It is critical that your child is in school every day and on time. Learning begins promptly at 7:45a.m. and continues through the end of the school day. Early check outs are highly discouraged. Please make every effort to make doctor appointments, etc. after school hours. Early check-outs are considered unexcused unless accompanied by physician appointments, court requirements, or the approval of the principal or assistant. In the event that it is absolutely necessary for you to check your child out early, please follow the procedure below.

For the safety of our students and staff we ask that parent(s) or guardian(s) call the front office upon arrival and remain in your vehicle. Please also have a valid state issued identification card available. Once verified, office personnel will ask that you complete sign out paperwork and call for the child to be released from their classroom. We will not release any student to anyone other than the parents, legal guardians and/ or persons listed on the child's emergency card. To release a child to any other person, the parent must send written permission.

For safety reasons, the last time you will be able to check your child(ren) out early from the school days are:

Monday, Tuesday, Thursday, Friday: 1:20 pm

Wednesday: 12:05 pm

Should you have a need to come into the building please share that information with the Newberry Elementary staff member and he or she will direct you on how to proceed. Please note that this process will include the completion of a prescreening questionnaire, temperature check, and the wearing of an appropriate face covering.

Changes of Student Dismissal

Student dismissal changes are to be made through a written and signed note to your child(ren)'s teacher. You may also attach a signed note of transportation change and email it to the front office at nesoffice@gm.sbac.edu or fax a signed note to 844-576-2605, which needs to be sent by 1:20pm on Monday, Tuesday, Thursday, or Friday or 12:05pm on Wednesday. **Teachers and staff will be unable to accept changes of student dismissal via text, email, or any other electronic communication.** Due to the difficulty in verifying a caller's identity, phone changes will not be accepted unless it's an emergency and with administrative approval.

Car Riders: Morning Drop Off

Students should arrive on campus beginning at 7:15am. Car drop off should occur by entering the car circle on SW 15th Avenue. Dropping a child(ren) off in the bus circle is strictly prohibited as it is a major safety concern. While in the car pick up line, please drive forward until traffic is stopped. We ask that the child(ren) remain in the vehicle with their parent until a Newberry Elementary staff member greets him/her and conducts a temperature check using a non-touch thermal thermometer. Students with a temperature read of below 100.4 degrees will enter the building using the main glass doors which will be staffed by Newberry Elementary person. Students with a temperature of 100.4 or above will not be allowed on campus. Once in the building, students will be directed or walked to their classroom or the cafeteria for breakfast.

Unfortunately, at this time parents, family members, and siblings who are not enrolled NES students are not able to walk student(s) to class.

Car Riders: Dismissal

When picking up your child(ren) as a car rider, you will be permitted to do so only by entering the car circle on SW 15th Avenue. It is strictly prohibited to enter the bus circle to pick up any child(ren) as it is a major safety concern. **Please also have your 'car hanger' with your child(ren)'s name and grade visible, to allow the flow of traffic to continue. You can always contact the front office or your child(ren)'s teacher to receive additional hangers.** A staff member will escort your child(ren) to/from your car. Please refer to the dismissal plan outlined in the NES Community Back to School Plan 2020 (also attached). Kindly, pay special attention to the color team order of dismissal for the teachers. This is important as you plan your arrival to pick your child(ren) up from school. If you have more than one child attending NES, I would suggest that you arrive at a time that corresponds with the teacher that dismissed last for your

family. Thank you for helping to keep all of our children safe, and to alleviate traffic as much as possible!

Parent Pick Up: Dismissal

Our goal is always to maintain the safety of our students. Until further notice, parent pick up will be located at the covered court. We kindly ask parents to walk along the fence to the right of the covered court and socially distance following the markers on the sidewalk. Please follow the procedure below:

1. Show your blue panther paw card labeled with your child(s) name and grade
2. A staff member will communicate the name and grade level to the supervising teacher who will then dismiss your child to you.

Thank you for your support,

Vicki McAlhany
Principal