



## Virtual School Drop Off + Pick Up Procedures

Due to COVID-19, Child Care Licensing standards requires that we limited entry into the facility, therefore our admin team will meet you and your child outside of our facility for drop off and pickup purposes. We recognize that not having access to the building is a bit off putting, however, we are limiting access for the safety of all our children. In spite of your access to our facility being limited, we are still committed to communicating with you regarding your child as best as we all navigate through this complex time.

### Drop Off Process:

- Position your car to drop off your child while you stay in the vehicle.
- We will sign your child in [paper roster] and complete a health screening.
- As we sign your child in, please provide the completed health screening form [this will be provided to you beforehand – one form per child is required].
- A staff member will take your child's temperature and review the health form.
- Upon completion of the screening and ensuring no disqualifying criteria is present, staff will direct your child to enter the facility and immediately wash their hands.
- Your child will then join their group.
- Please review the map below.

### Pick Up Process:

Using the same map for guidance, pull up to the designated area and place your vehicle in PARK. **REMAIN IN YOUR VEHICLE AND ENSURE ALL PERSONS PRESENT OVER THE AGE OF 10 ARE WEARING A MASK/FACE COVER.**

- If a staff member is not present to greet you at the time of your arrival, please call our office at 512-259-7545.
- You will be provided with a school-issued pick up card with your child[ren]'s name[s] printed on it to place on your passenger side dashboard.
- Please have your picture ID ready for pick up verification.
- You will sign your child out on the paper roster [you are welcome to use your own pen or we will have a clean pen available].
- A staff member will call for your child and he/she will be brought out to your vehicle.
- Please pull around slowly to the other side of the parking lot to buckle your child into their safety seat before exiting to the road.

### Important Notes:

- If a parent or other household member is ill/experiencing symptoms, please keep your child home to preserve the health and safety of all others in the program.
- If for any reason you need to park, please do so away from the drop off/pick up traffic and ensure you maintain 6 feet of distancing from all others in the area.

