

**Elementary Parent Drop-Off/Pick up at Classrooms**

**Drop Off**

* Adult Team Member greet families with a warm welcome at the door.
* Verify security tag and write complete information on the sign in clipboard.
* Ask parents to take personal items (toys, bags, etc.) with them
* Give each child a squirt of hand sanitizer, with parent’s permission.
* Parents follow one-way flow of traffic to return to the foyer for adult check in.
* Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, runny nose, cough or extreme fussiness.

**Pick Up**

* Adult Team Member greet families at the door.
* Verify security tag on child matches Parent’s tag before allowing child to leave per usual procedures.
* Call child’s name after they show the matching pick up tag.
* Have child gather his/her belongings, including crafts or activity pages.
* Remove the security tag from the child.
* Give a positive update on the child, as well as any info for their next visit.
* Parent will follow the one-way flow of traffic to exit the building.
* Wash your hands or use hand sanitizer.