

Beth El Early Learning Center
Drop Off/Pick Up Procedures 2021-22
Parent Guidelines

Over the past year we have heard lots of feedback asking when we can again resume classroom drop-off and pick-up. As we begin the 2021-22 school year we are thrilled to be able to welcome parents into the building once again. We have also missed the casual communication and connections that occur organically with this regular interaction. We also recognize that we are still grappling with a worldwide pandemic and currently there is no Covid-19 vaccination available for our students. As a result, we are instituting new drop-off and pick-up procedures that will take effect on Thursday, August 12, 2021.

*Please note that during our staggered start days, August 9, 10, and 11 we will only have classroom drop-off and pick-up available for all students.

Important Guidelines:

- **Parents must utilize the carline during the times that their child's age-group is assigned.** Classroom drop-off/pick-up is not available during these times.
- Parents with more than one student in our school should refer to our sibling drop-off/pick-up procedures below.
- To limit the number of individuals in the building at any given time, we ask that only **one adult** accompany their child into school.
- **Masks must be worn by all staff and students (2 and older) during carline drop-off and pick-up.** Masks are optional for fully vaccinated adults while dropping off or picking up in the carline.
- **Masks are required for all individuals, regardless of vaccination status, when coming into the building for drop-off and pick-up.**
- **Masks are required for students age 2 and older at classroom drop-off and pick-up until they are in their individual classroom.** Once in their classrooms they may remove their masks in accordance with our health and safety policy.
- Parents or other designated persons who are self-quarantining due to close contact with a COVID-19 positive individual should not do drop off or pick up.
- Parents who are ill should not do drop off or pick up

7:30-8:40AM – Early Care Drop Off – In classrooms only – no carline drop-off option available – one adult only, please

- Parents will use their badges to scan into our security system (SPLAN) at the Welcome Center desk and proceed to their child's classroom.
- The Brightwheel QR code will be posted outside individual classroom doors for parents to scan and complete check in process including the Health Screening questions.
- Classroom teachers will confirm children are completely checked in on Brightwheel prior to the parent leaving.
- Parents of infants may use strollers/car seats and store them in the stroller parking area during the day. All strollers should be clearly labeled with the child's name.

8:45-9:15AM – Carline Open for 3 and 4-year old student drop off only

- We will utilize the first two driving lanes for morning carline. Parents should remain with their car at all times.
- A staff member will present the Brightwheel QR code for parents to scan and check in while in their vehicle. All students will need our Health Screening questionnaire completed daily.
- Parents must remain alert and follow the directions of our security officers while they pull their cars up in line. Pedestrians will be crossing at the crosswalk as they walk their children into the building.
- For everyone's safety, children must remain buckled in their car seats until they are ready to unload.
- Parents should unload their child and say their good-byes while an Admin Team Member confirms that the child has been checked in and welcomed by a staff member before getting into their vehicle and pulling away.

8:55-9:15AM – Classroom drop off for all Childcare, Turning Twos, and two-year old students

- Parents walking students in must use the Welcome Center Lobby –please do not go through the Kehillah Center Lobby
- Parents will use their badges to scan into our security system (SPLAN) at the Welcome Center desk and proceed to their child's classroom.
- The Brightwheel QR code will be posted outside individual classroom doors for parents to scan and complete check in process including the Health Screening questions.
- Classroom teachers will confirm children are completely checked in on Brightwheel prior to the parent leaving.

1:00PM and 3:00PM Dismissal for Students

- **Carline only will be used for Turning Twos and all 2-year old classes.** Carline will begin at 1:00PM/3:00PM respectively and will continue until all students are dismissed.
 - We will utilize 1 driving lane.
 - Please remain alert. A security officer will be present at the crosswalk monitoring traffic for pedestrians coming into the building for pick-up.
 - An Admin Team Member will present the QR code for parents to check their child out on Brightwheel.
 - Parents are responsible for buckling children into car seats.
- **Classroom pick up only for all 3 and 4-year old students** beginning at 1:00PM/3:00PM respectively.
 - Parents scan into the SPLAN security system upon arrival.
 - Parents should use the Brightwheel QR code posted on the classroom doors to check their child out from school.
 - Teachers will confirm that students have been checked out.
- Childcare students must be picked up from classrooms.
- Any parent arriving late for dismissal will be charged \$1.00/minute late fee as stated in our parent handbook.

3:15-5:40PM Dismissal for full time students – All students must be picked up from classrooms – no carline option is available.

- Parents scan into the SPLAN security system upon arrival.
- Parents should use the Brightwheel QR code posted on the classroom doors to check their child out from school.
- Teachers must confirm that students have been checked out.

5:40-6:00PM – Carline dismissal only for full time students – no classroom pick up is available at this time.

- We will utilize 1 driving lane.
- Please remain alert. A security officer will be present at the crosswalk monitoring traffic for pedestrians coming into the building for pick-up.
- An Admin Team Member will present the QR code for parents to check their child out on Brightwheel.
- Parents are responsible for buckling children into car seats.
- It is strongly preferred that parents of infants utilizing this late day carpool pick up not leave their strollers at school during the day. Any strollers left will be brought outside for parents to collect when they pick up their child. No staff member should ever buckle an infant into their car seat.
- Any parent arriving late for dismissal will be charged \$1.00/minute late fee as stated in our parent handbook.

Siblings

- Full time siblings should be dropped off and picked up at their classrooms unless parents utilize the late day carpool option.
- **8:45-9:15AM Drop Off** – 3 and 4-year old siblings may be dropped off with their classmates at the Kehillah Center Lobby if walking a Childcare, Turning Twos, or 2-year old sibling to class. Parents should utilize the Kehillah Center Lobby doors off of the Welcome Center, rather than those leading to the front of the building. An Admin Team Member will be stationed at interior lobby doors to welcome students and bring them to join their classmates and teachers.
- **1:00 and 3:00PM Dismissal** – Turning Twos and 2-year old siblings may be picked up from the Kehillah Center Lobby on the way out of the building AFTER picking up the 3 or 4-year old sibling from their classroom. Parents should utilize the Kehillah Center Lobby doors off of the Welcome Center, rather than those leading to the front of the building. An Admin Team Member will be stationed at interior lobby doors to retrieve children and bring them to their parents. The Brightwheel QR code will be posted for parents to check their student out.