

# 2022-2023 Arrival and Dismissal Procedures

## **Before Care Procedures: (currently in the gym for all students)**

Before Care is provided to students from 6:30-7:30 a.m. Monday through Friday in the ELC building. Students will sign in with before care staff. If a staff member is with another child, please be patient and we'll get to you as quickly as possible. We realize that you may need to leave in a hurry, however, our concern will first and foremost be the safety of all children. We appreciate your understanding and cooperation.

Students will not be allowed on campus sick or with a fever of 100.4 or higher. If the reason for fever is NOT Covid-19 related, a doctor's note must be presented indicating the student is not contagious and able to return to school. We want our entire campus to be safe and healthy.

Breakfast may be sent from home or students can choose to eat breakfast provided by before care staff. Students will remain in their grade level groups until 7:30 a.m. when they will move to their classrooms.

Please do not use cell phones in the line or while signing your child in.

## **Gym car line drop off procedures: (students in Kindergarten through 7)**

Please do NOT enter the church parking lot until 7:30 or requested to do so by staff on duty. The entrance gate must remain open at all times.

Vehicles may line up on Trist Street only. Vehicles can enter Trist Street from Delle Street but may NOT enter the car line from Fenelon Street or Montesquieu Street.

At 7:30 a.m., the gym car line may proceed. Vehicles must move ALL the way FORWARD as to fit as many vehicles as possible. Students should remain in their vehicle until a staff member welcomes them.

Students should be seated on the right side of the vehicle. Parents should not exit their vehicle. Staff will assist students.

Students will not be allowed on campus sick or with a fever of 100.4 or higher. If the reason for fever is NOT Covid-19 related, a doctor's note must be presented indicating the student is not contagious and able to return to school. We want our entire campus to be safe and healthy.

Students will sanitize their hands using one of our portable sanitizing stations and walk through the gym. Teachers will be placed throughout the campus to help make sure students of all ages get to their classrooms safely and quickly.

We expect the gym car line to take a bit longer while we all establish these new routines so we ask that you enter the car line as early as possible. Students will be marked tardy if not in their homeroom by 7:50 a.m. starting on August 22. During the first couple of weeks of school while we're in transition, we will be lenient with this time. Beginning at 7:50 a.m., please drop students off in the ELC car line where they will need to be signed in. On rainy days and where the car line is taking longer, if cars are still in line at the gym, the doors will remain open until the line is finished. Otherwise, the doors will lock at 7:50 a.m.

**Please do not use cell phones while in line.**

### **ELC car line drop off procedures: (students in grades PreK3 & PreK4 and their siblings)**

Vehicles may line up on Fenelon Street coming from St. Bernard Highway.

At 7:30 a.m., the ELC car line may proceed.

Students should be seated on the right side of the car.

Parents should not exit their vehicle. Staff will assist students.

Students will not be allowed on campus sick or with a fever of 100.4 or higher. If the reason for fever is NOT Covid-19 related, a doctor's note must be presented indicating the student is not contagious and able to return to school. We're doing our best to ensure that everyone on our entire campus is safe and healthy.

Students will sanitize their hands using the ELC sanitizing station and walk to their homeroom. Little Patriots will be escorted to their classrooms by familiar staff in the ELC building. Teachers will be placed throughout the campus to help make sure students of all ages get to their classrooms safely and quickly.

To exit the carline, vehicles must turn right onto Fenelon and then turn left on W. Grand Hommes. Vehicles should not continue forward on Fenelon and not interfere with gym car line.

We expect ELC car line to take a bit longer while we all establish these new routines so we ask that you enter the car line as early as possible. Students will be marked tardy if not in their homeroom by 7:50 starting on August 22. During the first couple of weeks of school while we're in transition, we will be lenient with this time.

**Please do not use cell phones while in line.**

### **Gym car line pick up procedures: (students in Kindergarten through 7<sup>th</sup> grade)**

Vehicles may line up on Trist Street only. Vehicles can enter Trist Street from Delile but may NOT enter the car line from Fenelon Street or Montesquieu Street.

Name placards (if available) must be placed on the right side of the vehicle so that student's names can be called in advance. At that time, students will gather their belongings and proceed to the pick-up zone. It is important to have name placards visible as this will allow the car line to proceed safely, quickly, and smoothly.

No vehicles should enter through the gate until staff wave them in. We anticipate this to happen just before 3 p.m.

Once inside the gate, vehicles should pull all the way forward as to fit as many vehicles inside the gate as possible. By doing this, we can continue to help children enter their vehicles quickly and safely.

School representatives will not allow a child to be placed in a vehicle in car line when it is obvious that per applicable laws the child is in need of a car seat and none is in the vehicle. Parents/guardians are solely responsible for ensuring child automobile restraints are age, weight and height appropriate, properly installed, and are used in accordance with the law. Please see the Louisiana Child Passenger Safety Laws for specifics regarding appropriate equipment: <https://www.lahighwaysafety.org/Pages/OurPrograms/ChildPassengerSafety>

If you arrive after the gym car line has finished, please drive to the ELC building where your child will be called to go home. Please do not get out of your vehicle and attempt to enter through the gym.

Car line at the gym is typically finished by 3:15 after the first month of school. During the first month, the process may take longer. Please be patient as staff are working as quickly as possible to make sure that your child goes home safely.

**Please do not use cell phones in the car line.**

### **ELC car line pick up procedures: (students in PreK3 & PreK4 students and their siblings)**

Vehicles may line up on Fenelon Street only from St. Bernard Highway.

Name placards must be placed on the LEFT (driver's) side of the vehicle so that student's names can be called in advance. At that time, students will gather their belongings and proceed to the pick up zone.

Vehicles should wait at the entrance of the line until staff members wave them in.

Vehicles should pull all the way forward as to fit as many vehicles as possible. By doing this, we can help children enter their vehicles quickly and safely.

School representatives will not allow a child to be placed in a vehicle in car line when it is obvious that per applicable laws the child is in need of a car seat and none is in the vehicle. Parents/guardians are solely responsible for ensuring child automobile restraints are age, weight and height appropriate, properly installed, and are used in accordance with the law. Please see the Louisiana Child Passenger Safety Laws for specifics regarding appropriate equipment: <https://www.lahighwaysafety.org/Pages/OurPrograms/ChildPassengerSafety>

To exit the carline, vehicles must turn right onto Fenelon and then turn left on W. Grand Hommes. Vehicles should not continue forward on Fenelon and not interfere with the gym car line.

Car line at the ELC is typically finished by 3:10 after the first month of school. During the first month, the process may take longer. Please be patient as staff are working as quickly as possible to make sure that your child goes home safely.

**Please do not use cell phones in the car line.**

### **Aftercare pick up procedures: (all students)**

All aftercare students will be picked up in the ELC. Please hold up name placards for staff to see so that they may call your child while you are in line. This will allow staff to call your child out quickly while you remain in line and will keep the flow of the line moving.

Staff will assist you at that time. If a staff member is with another family, please be patient and we'll get to you as quickly as possible. We realize that you may need to leave in a hurry, however, our concern will first and foremost be the safety of all children. We appreciate your understanding and cooperation.

Once your child is brought to the door of the ELC building, please meet your child at the door, be prepared to present identification, sign your child out, and assist your child in getting settled in your vehicle to go home.

**Please refrain from using your phone while picking up your child. We want to make sure all children leave school safely.**

### **Tardy/ check-in procedures: (all students)**

For students who check-in after normal arrival times, parent/guardians will present identification at the ELC office and sign in their child. Students will sanitize their hands using the ELC sanitizing station, receive a check-in slip from secretarial staff, and then report to their classrooms. Little Patriots will be escorted to their classrooms by familiar staff in the ELC building.

To ensure the safety of all children, staff, visitors, and volunteers of Our Lady of Prompt Succor School, parents, including those checking in students must report the main office, present identification to the video/ audio recording system, and announce the nature of their visit before being allowed entrance. This is a required safety issue that must be observed for everyone's safety.

If a staff member is with another family, please be patient and we will get to you as quickly as possible. We realize that you may need to leave in a hurry, however, our concern will first and foremost be the safety of all children. We appreciate your understanding and cooperation.

Students will not be allowed on campus sick or with a fever of 100.4 or higher. If the reason for fever is NOT Covid-19 related, a doctor's note must be presented indicating the student is not contagious and able to return to school. We are doing our best to ensure that everyone on our entire campus is safe and healthy.

**Please refrain from using your phone while signing your child in.**

To exit the carline, vehicles must turn right onto Fenelon and then turn left on W. Grand Hommes. Vehicles should not continue forward on Fenelon and not interfere with the gym car line if it is still in progress.

### **Early dismissal/ check-out procedures: (all students)**

We ask that parents contact the main office in the ELC building (504-271-2953) ahead of time to have children called out of class 5 minutes before arriving to school for an early check-out. This will allow staff to call your child's teacher to gather belongings and be ready for your arrival. Parents will present identification and sign the check-out slip with secretarial staff before leaving with their child. Checking out after 2:30 is discouraged as it disrupts the flow of the car line procedures. If you must pick up your child early, please make arrangements to do so before 2:30.

If a staff member is busy with another family, please be patient and we'll get to you as quickly as possible. We realize that you may need to leave in a hurry; however, our concern will first and foremost be the safety of all children. We appreciate your understanding and cooperation.

**Please refrain from using your phone while signing your child out.**

To exit the carline, vehicles must turn right onto Fenelon and then turn left on W. Grand Hommes. Vehicles should not continue forward on Fenelon and not interfere with the gym car line if it is still in progress.