

St. Theresa School PROCEDURE FOR MORNING DROP OFF AND AFTERNOON PICKUP

Grades TK/K 8:10 am DROP OFF and 1:30 pm PICK UP

Grades 1/2 8:10 am DROP OFF and 2:00 pm PICK UP

Grade 3 7:55 am DROP OFF and 2:00 pm PICK UP

Grades 4/5 7:55 am DROP OFF and 2:15 pm PICK UP

DROP OFF

- BEORE LEAVING HOME on in person learning day:
Take student temperature and completely fill out *Student COVID-19 Checklist*.
- Arrive on time at DROP OFF time. If more than one child, arrive at oldest student's DROP OFF time. *If you have children in both the 7:55 am DROP OFF (Grades 3,4,5) and the 8:10 am DROP OFF (Grades TK-2), it is important that your **older** child is on time. You can drop your younger student at the same time and we will supervise them outside the upper yard fence until the older students go inside.*
- Remove student head coverings while in car until after temperature has been taken as it affects thermometer reading.
- Drive up and remain in car with masks on. If your child requires assistance to get out of car seat and passenger door, please park and walk your child to the supervising staff member at your DROP OFF time.
- Supervising staff member will come to car or to walk up child to take student temperature and collect *Student COVID-19 Checklist*. If your child presents a temperature ≥ 100.4 degrees Fahrenheit and/or a supervising staff member determines that a student exhibits any symptoms of COVID-19, they may not remain on campus for in person learning.
- Adults may not go beyond the upper yard gate while students are lining up for DROP OFF or PICK UP. (exception on Materials Pick up Days)
- If a student in Grades 3,4,5 is late, they must remain outside the upper yard fence in designated area, after DROP OFF protocol, until a supervising staff member is available to escort them to the classroom after the TK-2 students have gone in
- **At no time may a late student enter the upper yard or the building without escort by a supervising staff member.** If a student arrives after the completion of morning DROP OFF, please remain outside the upper yard gate with your student and call the office for assistance (510-547-3146) A supervising staff member will meet you at the gate to perform the DROP OFF protocol. Masks required.

PICK UP

- Please arrive on time at PICK UP time, within your time frame.
- Adults may not go beyond the upper yard gate while students are lining up for DROP OFF or PICK UP. (exception on Materials Pick up Days)
- Please do not linger to visit after your child is released to you.

Thank you for your assistance in following this protocol to protect students and staff members and maintain the integrity of each grade level cohort.