

Dear Parents and/or Guardians,

We hope that this letter finds you and your family safe and healthy. Our number one priority is keeping our students, staff, parents and community safe during these unsettled times. Having clear arrival and dismissal procedures that all people follow will allow us to provide our students with the safest environment possible.

Please take the time to review carefully the arrival, dismissal, and safety procedures outlined below:

Safety Guidelines to Adhere By:

- Complete a health screening for your child prior to coming to school everyday. This will make arrival procedures move quickly.
- If you do not complete the health screening prior to arrival we will be taking your child's temperature and completing the survey at school.
- It is important to remember that all students, staff and parents must wear a mask at all times.
- Students must stagger entering the building to keep the 6 ft. distance from each other.
- If your child is eating breakfast at school they will enter the building, go to the cafeteria to get breakfast and bring it to their classroom.
- If they do not need breakfast, they will head directly to their classroom

Arrival - Parent Drop Off:

- It is important when dropping students off to school in the morning that you adhere to the times and locations:
 - GWF- 8:30-8:45 - Center Lane in front of school
 - HPE- 8:30-8:45 - Gym Entrance

Arrival – Bus

- Masks must be worn on the bus the entire time.
- Students will have assigned seats
- Busses will be arriving at schools between 8:45 – 9:00 am

Dismissal – Parent Pick-Up

If your child is not on the everyday pick-up list and you need to pick up your child you must call school prior to pick-up so that we can have your child ready to go and walk them out to your car. WE WILL NOT TAKE ANY LAST MINUTE PICK-UP CALLS AFTER 2:00.

- Those parents who are picking up their child/children from school will receive an HP Golden Knights CarTag (attached you will find the Pick-Up Information form to complete)
- This tag must be hung in your car window to view
- You must have your own pen to sign your child out on the sign-out log

- GWF Pick-Up will be between 3:00-3:10
- GWF parents will drive through the center lane up to the crosswalk where a staff member will walk your child to your car

- HPE Pick-Up will be between 3:15-3:25
- HPE Parents will drive to the gym steps where a staff member will walk your child to your car
- For those students taking the bus home, we will be calling buses one at a time in order to practice social distancing

VISITORS ARE NOT ALLOWED IN SCHOOL AT THIS TIME