

Dear Heritage Families,

Procedures for dropping off and picking up (please see attached map):

- **Option 1 for K-8<sup>th</sup> grade** – Drivers will enter the campus from **Bernard street** and continue driving through campus to the Jr. High buildings where a staff member will be present
  - 4<sup>th</sup> – 8<sup>th</sup> grade children will be dropped off down by the Junior High buildings
  - Children will stay in their cars until their temperatures are checked. If a temperature is 100.4 degrees or higher, they will stay in the car and leave with the adult who is driving them.
  - 4<sup>th</sup> – 8<sup>th</sup> grade children will be directed to separate locations to join their pods
  - K-3<sup>rd</sup> grade children will continue through that line until reaching the back of the school by the new solar panels and drop off as per the following Option 2 description
- **Option 2 for K-3<sup>rd</sup> grade** – Drivers will enter the campus from **Mt. Vernon street**, drive to the end of the new solar panels, make a U-turn, and drop children off behind the elementary playground where a staff member will be present
  - Children will stay in their cars until their temperatures are checked. If a child's temperature is 100.4 degrees or higher, they will stay in the car and leave with the adult who is driving them.
  - K-3 children will be directed to separate locations to join their pods

In the mornings, children will be directed by staff to go to the following locations to join their pods:

- Kindergarten – will walk north on the sidewalk from drop off to the gym
- First – will go to the play structure/table/tree section of the playground
- Second – will go to the four square/ga ga ball section of the playground
- Third – will go to the upper basketball section of the playground
- Fourth – will go to the sump field play structure area
- Fifth – will go to the sump field area
- Sixth – will go to the Junior High grass area
- Seventh/Eighth – will go to the JH BB court/lockers/classroom areas

The rest of the day the grade level pods will be in specific areas with pod specific sets of play equipment.

At the end of the day, **all** students will remain in their classroom. Aides will radio for your child when you arrive at the back gate by the new solar panels. Your child will then be walked to your vehicle.

Thank you,



Dan Hopper

