

Drop off and pick up procedures during covid-19

Murray ECEC

Drop-Off Procedures: *Remain in your vehicle until you reach the loading zone*

Directly in front of the ECEC building is a bus zone only. Do not park directly across from the ECEC building. Please respect our neighbors.

Ideally the same parent or designated person should drop off and pick up the child each time.

1. Enter north parking lot entrance via 73 West (Valley Drive)
2. Proceed south choosing a lane.
3. Exit south end of parking lot and follow lane to loading zone (along the curb in front of ballfield)
4. Keep moving toward "loading" zone.
5. When you reach the loading zone (located just west of staff parking lot entrance), please wait for a runner to approach your vehicle.
6. Runner will be identified by Safety Vest.
7. Runner will indicate they are ready by signaling.
8. Exit your vehicle and remove your child curbside.
9. Hand off your child to runner stating their full name clearly.
10. Runner will confirm their class room color.
11. Runner will not be able to engage in lengthy conversation. Please email or call Kaydee with needs.
12. Promptly re-enter your vehicle and exit loading zone.
 - For safety, please label all of your child's belongings clearly - first and last name on the inside. Belongings include: backpacks, masks, coats, water bottles. All other personal belongings stay at home.
13. Runner/staff will ensure that your child is escorted into their classroom where they will be signed in.

Pick-Up Procedures:

1. Following the same parking lot procedures as drop off, parents will line up their vehicle along the ballfield toward the loading zone.
2. Parent will identify by displaying their "Color Tag", (the provided paper which correlates with their child's classroom color containing their child's name).
3. When vehicle reaches loading zone, parent will show their labeled Color Tag to runner, who will then go sign out and bring the child from class.
4. Runner will hand off child to parent/designated adult curbside.
5. Please remember the runner will not be able to discuss your child's day at school.
6. Only the individual(s) listed on ASPIRE will be allowed to pick up the child. For safety reasons, they will be asked to show a picture of their ID.
7. If you fail to notify ECEC that you are going to be late picking up, staff will immediately:
 - Call parent/guardian
 - If unsuccessful call individual listed as emergency contact on ASPIRE to pick up child.
 - If 15 minutes have passed since pick up time, staff will notify the District Office. Parent will incur a late fee.