



1280 Charles Lane  
Marysville, OH 43040

September 9, 2020

Dear HLC families,

Thank you for partnering with us as we have planned for and have started this new school year. We appreciate your patience and understanding as we continue to make the best choices possible, given our current environment.

In an effort to work together and communicate clearly and often with you, we want to re-share our arrival and dismissal procedures. When you participated in Meet the Teacher, teachers shared with you our plan for arrival and dismissal. The plan below is mostly the same, with a few key hints we have learned to make it as safe and as quick as possible.

**FOR BUS RIDERS:**

Arrival – 8:10am-8:20am and 12:25pm-12:35pm

- The bus driver or monitor will take your student's temperature prior to your student boarding the bus. If your student has a temperature of 100 degrees or higher, they will need to stay home.
- Once at school, the students will be dismissed from the bus and they will walk to class. Staff will be on hand to greet and assist students.

Dismissal – 10:55am-11:00am and 3:10pm-3:3:15

Bus riders will load first to make sure they can leave right away and stay on time.

**CAR RIDERS:**

Arrival - drop off times 8:20am-8:30am and 12:35pm-12:45pm

- Once buses have finished unloading, cars can begin to line up for unloading along the sidewalk.
- When a staff member motions for you to pull forward, please pull as far forward as you can. This will allow as many cars as possible to unload.

- Please position your student on the right side of the vehicle, when possible.
- A staff member will take your student's temperature prior to removing them from their car seat. If a student's temperature is 100 degrees or higher, the student will need to go home with you.
- Students will be greeted and escorted into the building.
- Once your student has been removed from the vehicle, please wait until the vehicles in front of you begins to pull out. Do not pull around the car in front of you as this increases the risk of someone being injured.
- Keep in mind that as we add more students to our program, the stated times may vary a bit based on our attendance.

**Helpful hint:** The easiest (and quickest) way to drop off your student is to position your vehicle facing away from the school building. This will allow you to get in line without having to drive around the parking lot. When parked facing the building, you will need to drive around the parking lot to get in line behind the last car in line.

**Dismissal – 11:00am and 3:15pm**

- Once the buses have pulled away, parents may walk up to the sidewalk, one parent per square to ensure social distancing. Join when there is room on the sidewalk.
- A staff member will ask the adult who they are picking up. If it is not the usual person, we will make sure the person is on the parent-approved list and ask for ID. Please let us know if there are any changes prior to dismissal.
- The teacher and/or classroom assistant will be notified and will walk the student out to their parent or pick up person.
- Please hold your student's hand in the parking lot until they are safely in the car.

The safety of your child(ren) is important to us while providing a seamless and efficient system for dropping off and picking up. Please be patient as we navigate this school year as successfully as possible and work to give your student every opportunity for success.

If you have any questions, please contact us and we would be happy to assist you.

The Harold Lewis Center staff