

# Messiah Lambs Drop-off and Pick-up Procedure for Parents

Rev 8-11-2020

## Drop-off

- All drop-offs will take place on the north side of the building.
- Vehicles can enter the north side of the parking lot from either the east or the west sides.
- Drop-offs between 8 and 8:50am (paying for Early Drop) can park on either side. If a screener is not outside when you arrive, bring your child to the main door and ring the bell. Make sure you are wearing a mask and stay socially distanced from others and the screener. We will screen your child and bring them into the building.
- Drop-offs between 8:50am and 9:20am. Vehicles will park in open spaces. Ideally Infants, Toddlers, and 3 year old preschool classes will park on the west side. 2s/2+ and 4 year old preschool classes will park on the east side. See chart below. If you have two children ideally park on the side of the younger child. If the ideal side is not available, park where you can.
- Once parked, take your child out of the vehicle and wait on the passenger's side for a "screener" (most likely Amy or Linda) to come by, ask the screening questions, and take your child's temperature. Every other spot in the lot will be blocked with cones helping to create space for this.
- If everything checks out, a "shepherd" will guide your child into the building. No parents should be entering the building or even leaving their vehicle at this point. Parents must stay until the screening process is complete and must take their child home if the child does not pass the screening. With dry weather (and we are praying hard for this as we work through the kinks), classes will have varied entry points to limit the number of bodies in and out of a single door and in the halls at one time. See chart below.
- If a child enters directly into a classroom, their hands will be washed immediately with soap and water. If a child enters through the main doors, they will be given a small squirt of hand sanitizer or a wipe for children under 2 years old to clean their hands in the entry and then they will use soap and water in the classroom. All shepherds will sanitize their hands between contact with children.

<b>Class</b>	<b>Teacher</b>	<b>Ideal Parking</b>	<b>Bldg Entry Point</b>
Infants	Ms. Cathy	West side	Infant room external door
Toddlers (T1 / T2)	Ms. Sandra Ms. Paige Ms. Glenda	West side	Toddler room external door

2s/2+	Ms. Valerie Ms. Dawn	East side	2s/2+ room external door
All 3s 3/2, 3/3M, 3/3T, 3/5	Ms. Friestad (3s) Ms. Buchwald Ms. Garcia	West side	Main door
All 4s 4/3M, 4/3T, KPrep	Ms. Friestad (4s) Ms. Rowan Ms. West	East side	Large Playground / Door on east side of building

### What to do to help this run smoothly:

- 1) We are trying to keep our shepherds within bubbles of children, so parking on the ideal side will help this. The ideal side also cuts down on the distance to walk between the vehicle and the building.
- 2) We understand that this is the first few days of school, but quick good-byes once the shepherd has arrived will help.
- 3) A timely exit from the parking lot (while carefully watching for other cars and shepherds with children) will help clear spaces for the next set of parents needing to drop-off.
- 4) Since transitions are often difficult for children it is very helpful for parents to be positive and encouraging about their child's classroom and teacher. Please let them know that you are excited about them being at school with their teacher. Give them a kiss and tell them you love them and will return soon to pick them up before handing them off to us.
- 5) As we have learned from our Open House screenings, some children are fans of the thermometers and others are not. This means the screeners might have to be a little creative. If you know that distraction will work better for your child (ie looking at an object in the screener's left hand while the right hand is taking the temp) feel free to let us know. Our goal is to have the best experience possible for everyone.
- 6) If you have outstanding paperwork or need to drop off payment, the screeners will have bags in which these can be placed. If you are bringing cash, please make sure (for the time being) you have exact change and that the envelope is sealed and clearly labeled with your child's name.
- 7) Screeners will not be able to field many questions as the goal is to keep the flow of children into the building steady. If you have questions, please email Amy or Linda or give the office a call: 972-398-7560.
- 8) Make sure you and anyone over the age of 10 years old who exits the car is/are wearing a mask and stay(s) distanced from the screener.
- 9) Have grace: for the Lambs staff, for your fellow parents, for yourself and your children.
- 10) Say prayers: for dry weather (during drop-off), for the Lambs staff, for your fellow parents, for yourself and your children.

\*\*\*\* EVERYONE WILL NEED TO SHOW A PHOTO ID \*\*\*\*

Pick-up

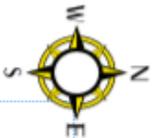
- All pick-ups will take place on the north side of the building.
- All parking spots will be available at pick-up time - no cones will be used.
- Doors will be open and children will be ready to be picked up 5 minutes before the designated end times (either noon, 2pm or 3pm).
- Vehicles should park on the ideal side of the parking lot (same as for drop-off). See chart below.
- Unlike drop-off, parents will leave their vehicles and queue outside the appropriate door (see chart below). For the time being we ask that only ONE parent be present in the queue. Masks must be worn and six feet must be kept between individuals.
- ALL INDIVIDUALS PICKING UP A CHILD MUST SHOW PHOTO ID and must be on the child's pick-up list.
- We will work with families needing to pick up multiple children to determine the easiest way to make this happen.

Class	Teacher	Ideal Parking	Bldg Exit Point	Procedure
Infants	Ms. Cathy	West side	Infant room external door	Queue outside infant door
Toddlers (T1)	Ms. Sandra	West side	Toddler room external door	Queue one at a time inside playground
Toddlers (T2)	Ms. Paige Ms. Glenda	West side	Toddler room external door	Queue outside toddler door
2s/2+	Ms. Valerie Ms. Dawn	East side	2s/2+ room external doors	Queue outside the 2s or 2+ door
All 3s 3/2, 3/3M, 3/3T, 3/5	Ms. Friestad (3s) Ms. Buchwald Ms. Garcia	West side	Main door	Queue outside main door
All 4s 4/3M, 4/3T, KPrep	Ms. Friestad (4s) Ms. Rowan Ms. West	East side	East side door	Queue on ramp next to large playground

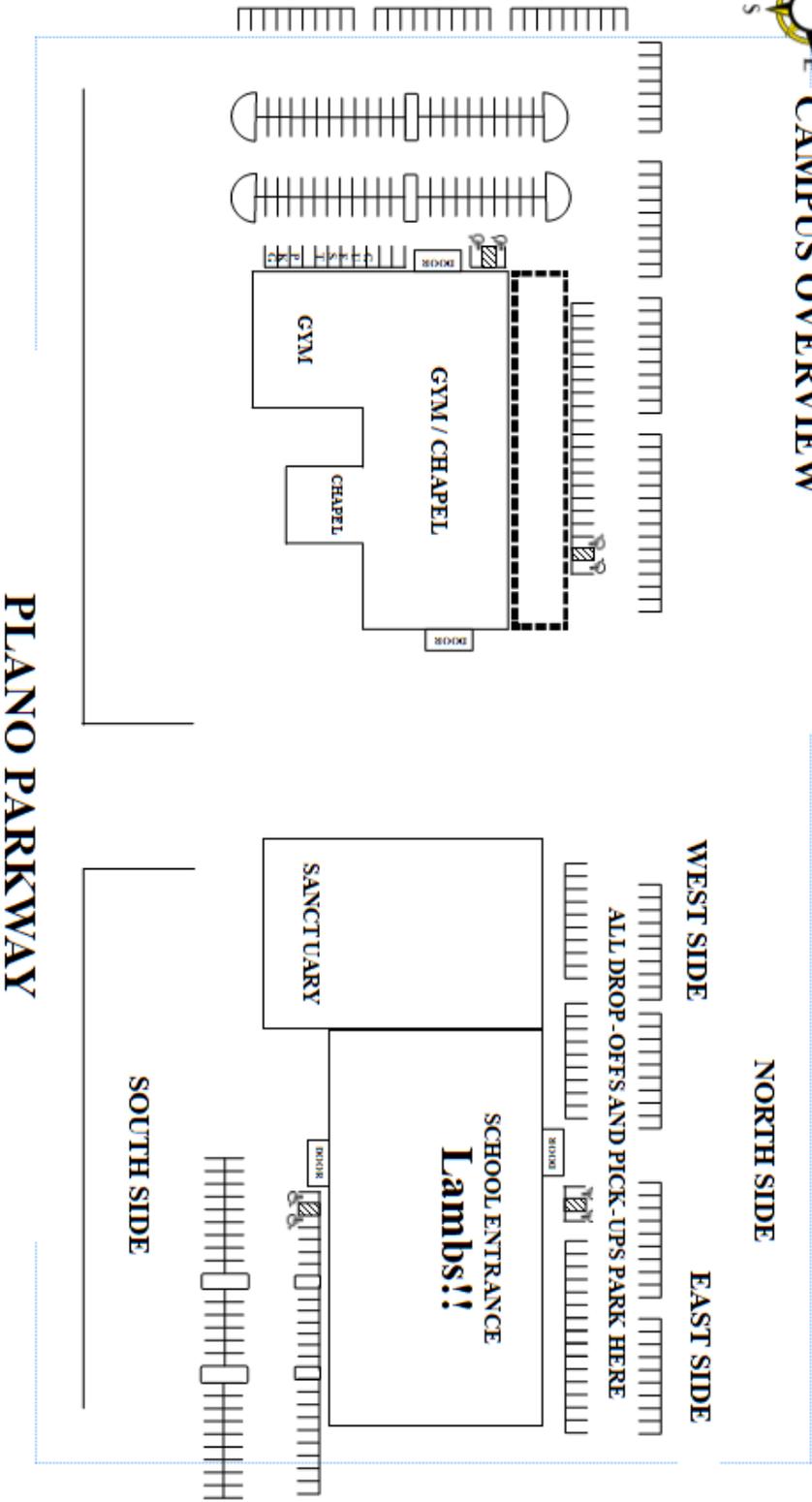
## What to do to help this run smoothly:

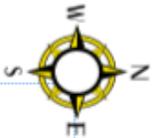
- 1) Know your child's designated pick-up location.
- 2) Have your photo ID in hand ready to show to the teacher. With the addition of masks to all of your beautiful faces, it is making it more difficult to recognize even our long time parents, let alone all of our new parents. We will work hard to get to know every one of you (and your new masked look), so eventually we will not need IDs, but for now we would like to err on the side of safety.
- 3) If you have any changes in who is picking-up, communicate that to the office (972-398-7560) at least 2 hours before your scheduled pick-up time.
- 4) Once you have your child in hand, load them safely in the car and exit the parking lot in a timely manner (while carefully watching for other cars and people).
- 5) If you have a comment for the teacher, email them to set up a time to discuss as lengthy conversations hold up the line of others trying to pick-up their children.
- 6) If you have payments or paperwork to drop off, please find Amy or Linda and give it directly to them.
- 7) Make sure you or anyone over the age of 10 years old who exits the car is wearing a mask and stays distanced from others.
- 8) If you are needing to take your child before 11:55am, 1:55pm or 2:55pm (depending on your scheduled pick-up time), please call the office and make arrangements to pick-up your child at the main door. Please do not knock on any of the external doors. Most rooms contain sleeping children and the teachers have been instructed to keep doors shut until 5 minutes before.
- 9) Have grace: for the Lambs staff, for your fellow parents, for yourself and your children.
- 10) Say prayers: for dry weather (during pick-up), for the Lambs staff, for your fellow parents, for yourself and your children.

Know that these procedures are completely new to us as well. We would much rather have you enter our building and spend time with us, so we can get to know you better. We are hopeful that time will come again before we know it, but for the time being, we will work hard to make things safe and smooth and are willing to make changes if we feel we can help the process.



# MESSIAH LUTHERAN CHURCH CAMPUS OVERVIEW





# MESSIAH LUTHERAN LAMBS CAMPUS OVERVIEW

WEST SIDE

NORTH SIDE

EAST SIDE

ALL DROP-OFFS AND PICK-UPS PARK HERE

