

St. Paul's Episcopal School 2020-2021

Drop- Off and Pick-Up Procedures 20-21:

In compliance with COVID-19 safety guidelines to maintain distancing and reduce traffic patterns of cohorts, our drop-off and pick-up procedures have changed greatly. Traffic flow has been designed specifically to avoid the drop-off and pick-up traffic of our neighboring schools which will land heavily on Harrison Avenue. Please note these procedures will apply to both drop-off and pick-up; unfortunately, we are not able to dismiss from the blacktop at this time.

Please be patient and courteous as everyone gets accustomed to the flow.

- Drop off time (Pre-K-8): between 7:30AM and 7:50AM.
- Dismissal (Pre-K-8): 3:15PM to 3:35PM M-Th, and 2:30PM-2:50PM on Fridays.
While we loved having our parents visit and socialize by the coffee pot, parents and other family members will not be allowed on campus. We will miss this special part of the St. Paul's community. We look forward to the day we can welcome you back!

Cars will be met by a staff member who will greet you. Prior to parents leaving the site, a trained staff member will take the temperature of your child(ren), and ask parents to confirm by giving a thumbs up that:

- Your child has not been on fever reducing medication in the last 24 hours.
- Your child does not have shortness of breath or a cough or has not had any other symptoms unusual for the child in the past 24 hours.
- Your child has not been in contact with anyone who has tested positive for COVID-19.

Signage will be on hand to remind you of these safety rules.

Parents may only depart after taking their child's temperature check and verification of their health.

Students who have a fever of 100.1 or above or other signs of illness will not be admitted to school.

Gates and Procedures for Drop Off/Pick Up

A map has also been provided to offer a visual. **Please read thoroughly as there are specific gates assigned to families with one child versus those with multiple children at St. Paul's.**

Little Saints: Dunn Building (Gate # 3 on the map)

You will schedule a bracket of time to drop-off within the 7:30AM-8:30AM time period; otherwise the Little Saints drop-off and pick-up will remain the same. For drop-off, children must be walked to the first door of the Dunn building and will be administered the safety precautions detailed above.

Parents must walk up to the Dunn Building to pick up their child.

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Pre-K and Kindergarten: French Street (Gate # 4 on the map)
This gate is for families who have only one child or multiple children in Pre-K and Kindergarten.
The drop-off and pick-up location for Pre-K and Kindergarten will be on French, just past the Dunn Building.

Canal Blvd: (Gate #2 on the map)
Baby Saints Grades 1, 2, 3, *7-C
Grades 4-8 who also have a sibling(s) in Lower School or Baby Saints (For example, you have children in K, 2 and 5; use this gate. K and 2 sit on right of car, 5 th grader sits on left for safe exiting.)
*Grade 7 - Mr. Carrier's Homeroom only: 7-C
If you ONLY have a child(ren) in grades 4 – 8, please use Gate #1 (see below).

The drop-off and pick-up location for these grades is on the blacktop, under the green awning between the Glass House and Hemenway Hall (gym building). **PLEASE NOTE:** the entrance to the school (blacktop) will be from Canal Blvd. Please drive North on Canal Blvd and enter the blacktop gate, heading in the direction of Vicksburg. This is the opposite direction you are used to driving for regular drop-off and rainy day dismissal. At the awning, 4th grade and middle school students exit on the left. Lower school teachers will greet students on the right. Lower school students in grades 1 -3 and Mr. Carrier's 7th grade homeroom will exit on the right. For Baby Saints, it will be best to have your child's car seat behind the driver's seat. Multi-child families, please have your children sit in the car so they may safely exit on the side of their respective building.

Traffic will yield and merge to the alley traffic and exit on Vicksburg. We advise that you exit and go right on Vicksburg to avoid Harrison Avenue traffic caused by our neighbor schools' morning drop-off and pick-up, which will cause a jam for our families also trying to exit. We also ask that you not turn right on French to avoid our Little Saints, Pre-K, and K family drop-off/ pick-up point.

Alley/O'Ferrall Hall (Gate #1 on the map)
Grades 4, 5, 6, *7-O, 8:
*Grade 7- Mrs. Olivier's Homeroom only: 7-O
This gate is for families with children only in these grades.

Drop-off and pick-up will enter through the alley on Harrison Avenue to the O'Ferrall Hall doors.

Traffic will yield and merge to the green awning traffic and exit on Vicksburg. We advise that you exit Vicksburg and go right to avoid Harrison Avenue traffic which will cause a jam for our families trying to exit. We also ask that you not turn right on French to avoid our Little Saints, Pre-K and K family drop-off/ pick-up point.

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Children who are walked to school by a parent:

Walk your child(ren) to the gate that is relevant to you based on the descriptions above.

Students who walk to school by themselves:

These students must access the school at the main entrance on Canal Blvd. where Ms. Micki will greet them and take their temperature. The parent **MUST** have sent an email prior to the student's arrival answering the COVID-19 questions.

Rainy Day Drop-Off and Pick-Up:

On days that it is raining (not a light drizzle), we will use only **one access point** which will be **gate #2-Canal Blvd.** We will have multiple faculty and staff working the line to expedite the process.

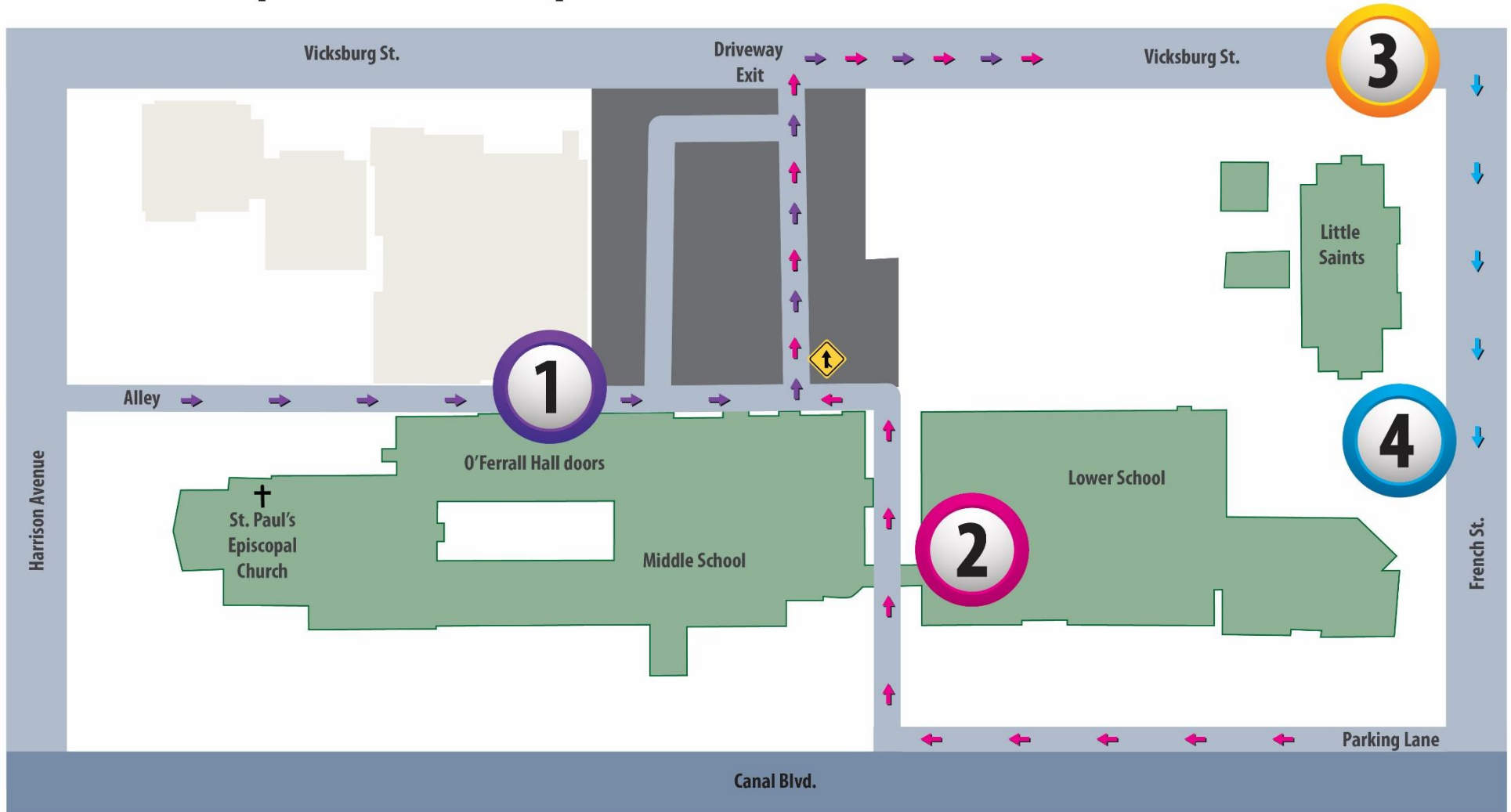
PLEASE NOTE: the entrance to the school will be from Canal Blvd. Please drive North on Canal Blvd and enter the blacktop gate and proceed toward the green awning, heading in the direction of Vicksburg. (NOTE: This is the reverse of how we have operated rainy day dismissal in the past.)

Pre-K – 8th Grade students who arrive after 8AM should proceed to the main entrance to the school on Canal Blvd. under the green awning, where they will be checked in by office staff.

We know that this process may be slow at first as we work through all of the processes. Please review the map so you understand and can navigate your best route to get to your next destination. Again, thank you for your patience as we implement these necessary safety measures.

Should you have any questions about the drop-off or pick-up procedures, please contact Tiffany Tandecki at ttandecki@stpauls-lakeview.org or 504-488-1319.

St. Paul's Drop-Off and Pick-Up 2020-2021



**Gate # 1 - Alley/O'Ferrall Hall: Grades 4, 5, 6, *7-0, 8
Grades 4-8 only**

**Gate # 2 - Canal Blvd: Baby Saints, Grades 1, 2, 3, *7-C
Grades 4-8 with a sibling(s) in Lower School or Baby Saints**

Gate # 3 - Dunn Building: Little Saints

Gate # 4 - French Street: Pre-K and K