



Pine Grove School Arrival and Dismissal Plan 2020-2021

Morning Arrival

Daily Staff Arrival Time: 8:25 AM

Daily Student Arrival Time: 8:30 AM - 8:50 AM

Staff On Duty: Each morning Pine Grove School will utilize a mix of certified and noncertified staff to support morning arrival. Staff will be strategically placed throughout the building, at the front entrance, in hallways, and in classrooms to greet students and ensure safe passage to class. Once in the building, students will report directly to their classrooms.

Bus Drop Off

Time: 8:30 AM - 8:50 AM

Procedure: Buses will arrive at PGS from the Scoville Road entrance and travel directly to the front of the building for unloading. An illustration of the travel route is provided. The bus route is highlighted in yellow. Once they arrive the following steps will be followed:

1. Bus will come to a stop in the designated area
2. Bus driver(s) will dismiss one seat of students at a time
3. PGS staff will monitor hallways and support students with safe transitions. Additional staff will be positioned in hallways to ensure students maintain social distancing and travel directly to their classrooms
 - a. During the first few weeks of school a separate plan will be utilized to ensure Kindergarten and First grade students know where to go to get to their classrooms. This plan will involve students entering the cafeteria from the front entrance doors and waiting in pods to move to their classrooms

Parent Drop Off

Time: 8:30 - 8:50 AM

Procedure: Families will arrive at PGS and enter the North parking lot on the side of the building. From there, they will travel around the school stopping at the gym doors to drop off their children. An illustration of the travel route is provided. The parent drop off route is highlighted in light blue. Children will exit from the driver side of the vehicle only. PGS staff members will be positioned at each door to ensure students can enter the building safely and



move directly to their classrooms. Once in the building, students will report directly to their classrooms. The following steps will be followed:

1. Families will enter the drop off line
2. Families will stop at the designated exterior doors
3. Families will not exit their vehicle
4. Families will remind students to travel directly to class and to maintain social distancing
5. Children will exit the vehicle and enter the building immediately
6. PGS staff will monitor hallways and support students with safe transitions

YMCA Before School Care

Time: 7:00 AM - 8:50 AM

Procedure: Families make individual arrangements with the YMCA for before school care. Students who attend the program arrive at school before 8:30 AM and remain under the care of the YMCA staff until 8:30 AM when they are dismissed to the classrooms. The YMCA will be responsible for social distancing and maintaining a safe environment for students until they are dismissed to class. The following steps will be followed:

1. The YMCA staff will release students in small groups to travel through the hallways to class
The YMCA staff will monitor the hallways and ensure that each group of students they release will not cause congestion in the hallways or eliminate the ability for all students to socially distance themselves
2. YMCA staff will remind students to socially distance themselves from others as they travel to class
3. Students will travel directly to class
4. PGS staff will monitor hallways and support students with safe transitions

Afternoon Dismissal

Daily Student Dismissal Time: 3:25 PM - 3:40 PM*

Daily Staff Departure Time: 3:40 PM

Staff On Duty: Each afternoon, Pine Grove School will utilize a mix of certified and noncertified staff to support dismissal. Staff will be strategically placed throughout the building, at the front entrance, and at each dismissal location to ensure students can travel safely to either their bus or family's vehicle. Prior to 3:25, classroom teachers will dismiss students to coat rooms and lockers to obtain their belongings. At 3:25, afternoon announcements will be made signalling the start of the dismissal process.

**Should the need arise, children may be divided by last name and families may be asked to pick up earlier than 3:25 to avoid congestion in the parking lot. This decision will be made as needed and communicated to families in advance.*

Bus Dismissal:

Time: 3:25 - 3:40 (times will vary)

Procedure: Buses will arrive at PGS from the Scoville Road entrance and travel directly to the front of the school for loading. An illustration of the bus route is provided. The bus route is highlighted in yellow. Once they arrive the following steps will be followed:

1. Bus will come to a stop in the designated area
2. An announcement will be made dismissing students for each bus
3. Students will walk directly from class to their bus maintaining social distancing
4. PGS staff will monitor hallways and support students with safe transitions
5. Students will load the bus and take their assigned seat
6. After approximately 5 minutes, buses will depart PGS to complete their routes

Parent Pick Up: Families will arrive at PGS and enter the North parking lot on the side of the building. From there, they will travel around the school stopping at the gym doors to pick up their children. An illustration of the travel route is provided. The parent drop off is highlighted in light blue. Children will be called to exit the building once their designated family member has been verified for pick up. PGS staff members will be positioned at the start of the pick up line and the gym doors to ensure students can exit the building safely and move directly to their family's vehicle. Once loaded, families will exit to the driveway following the direction of the traffic to Scoville Road. During this process the following steps will be followed:

1. Families will enter the pick up line
2. A PGS Staff member will check them in and verify ID
3. Families will drive around the exterior of the building, stopping at the designated exterior doors/pick up location
4. Families will not exit their vehicle
5. Children will be called to the gymnasium and escorted to their family's vehicle
6. PGS staff will monitor and support students with safe transitions

YMCA After School Care

Time: 3:25 PM - 6:00 PM

Procedure: Families make individual arrangements with the YMCA for after school care. At dismissal, students who attend the program move directly from class to the program and remain under the care of the YMCA staff until they are signed out by a family member. Once a student is signed in, the YMCA will be responsible for social distancing and maintaining a safe environment for students until they are dismissed each afternoon. At dismissal, the following steps will be followed:

1. Classroom teachers will dismiss students who attend the YMCA program to transition to the cafeteria to be signed in
2. Students will be escorted by PGS staff who will monitor and support students with safe transitions to the program
3. YMCA staff will care for students during the time they are attending the YMCA after school care program and dismiss them to parents according to their protocol