

San Dieguito United Methodist Preschool
Drop-off/ Pick-up and Sign-In/Out Procedures

Drop-off / Sign-in:

- Before school opens, please stand 6' apart on markers, with face coverings on, with immediate family members.
 - Procedures for waiting in line, if necessary: stand 6' apart on markers, with masks on, with immediate family members
 - Before a child is signed-in:
 - Staff will take temperature with non-touch infrared thermometer
 - If temp of 100° or higher is present or has a cough/runny nose, or congestion, child must go home
- Hand Sanitizing on entry is required for all staff, children, and essential visitors.
- Entrance to site is the Preschool Front Door or North Playground gate depending on your class location and is limited to essential visitors.
 - All children should be accompanied by a parent/guardian to their classroom
 - Sign your child in using the QR code located outside their classroom, Person(s) dropping off without access to the QR code can sign in at the Preschool office.
 - Social distancing should be maintained at all times.
 - Parents/guardians will wear face coverings until they exit the school. Children will wear a face covering until they are in the classroom. Teachers will have zip closure bags with each child's name on it, in the child's cubby, for them to remove their face covering and place and seal in the bag. They will be kept in their cubby until they are put on to go home.
 - Teachers will wear a face covering. In the classroom, students are not required to wear a face covering, but it is encouraged.
 - Children will not be required to wear a face covering while playing outside
 - When leaving the school at Drop Off or Pick Up, exit through the north gate by room 5.
 - If you need to speak with someone in the office, a round table located immediately after the second set of doors outside, has been set up for that purpose. If someone is already ahead of you there, we ask that you continue to go to the classroom for check-in and return to the table later.
 - Adult Restrooms are located by the North gate exit.

Pick-up/ Sign-out:

- All children are to be picked up from their Classroom
- Parent/guardian will notify staff they have arrived to pick up their child by standing 6' apart on markers, with face coverings on, with immediate family members
- Social distancing should be maintained using same procedure as for sign in.
- Sign your child out using the QR code located outside their classroom, Person(s) dropping off without access to the QR code can sign out at the Preschool office.

I, parent/guardian, have read and received a copy of this documents.

Print Name

Signature

Date