***Summer Program Arrival and Departure Procedures***

**Head Start Junction**

Parents will bring their children to the outside door of their classroom.

* HSJ 1 will park in the front parking lot and enter the playground through the side gate.
* HSJ 2 will park in the back parking lot and enter the playground (Parent Room side) through the back gate.
* HSJ 5 will park in the back parking lot and enter the playground (Trail Five side) through the back gate. In the event of heavy rain HSJ 5 will have to park in the front and use the front door of the building.

Families will maintain 6 feet distance to the best of their ability. Signs and markers will be posted.

Prior to children being signed in a staff person will take their temperature and log it on the Temperature Log. Families will be asked the appropriate COVID-19 monitoring questions. A staff person will sign the child in as long as they pass the COVID-19 Screening.

During departure a table will be provided with the Sign Out Form. Enough pens will be provided for EACH family to use one. Used pens will be kept separate from the clean ones. Pens will be cleaned before being used again.

NOTE: A person above the age of 18 will walk the child to the door. A person on the approved Pick Up Release Form with proper ID will sign the child out.