***2020 – 2021 Arrival and Departure Procedures***

**Janice S. Scarborough Head Start**

**Arrival**

Parents will bring their children to the front gate entrance of the center. Parents will park in the parking lot at the center or on the street. Prior to children being signed in, a staff person will take their temperature and log it on the Daily Health Screening Log. Families will be asked the appropriate three (3) COVID-19 monitoring questions. A staff person will sign the child in as long as they pass the COVID-19 Screening. Children will be directed up the ramp, given hand sanitizer and escorted to his/her classroom. The children will wash their hands as soon as they enter the classroom. The teacher in the classroom will monitor child’s handwashing. Children will wash their hands for at least 20 seconds.

After children pass the daily COVID-19 Screening, parents will exit through the gate by the buses. Families will maintain 6 feet distance to the best of their ability. Signs and markers will be posted.

**Departure**

Parents will pick children up at the classroom back door entrance. Direction signs will direct parents to their child’s classroom back door. Parent will wait at the bottom of the ramp six feet apart waiting for directions from the teacher to proceed up the ramp.

Parents will sign the child out on the table outside of the classroom door. The child’s teacher will discuss with the parent any issues or concerns.

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 front gate entrance. A person on the approved Pick Up Release Form with proper ID will sign the child out.

**\*All doors will have the COVID- 19 sign posted on them**

**\*** **ALL parents and/or accompanying adults are required to wear a facemask or face covering of some type.**