

## **Malta Avenue Arrival and Dismissal Protocol**

### **Ballston Spa Central School District**

The safety of our students is our top priority. Please be aware that, due to safety guidelines and regulations that we are required to have in place to manage COVID-19, parents and family members are not permitted to enter our school buildings upon arrival or at dismissal. Also, each of our students **MUST** have their daily wellness screening check completed through our Pinpoint application as noted on the District website. There are no exceptions to this as this is a state requirement.

The traffic plan includes separation, when possible, of buses, cars, and staff traffic to increase efficiency. Students will go directly from their form of transportation to their classroom, maintaining social distancing and wearing masks.

#### **TRAFFIC GUIDELINES**

##### **ARRIVAL BY BUS**

Students riding the bus will be dropped off and picked up on Grove Street or Pine Street. Staff will be available to assist students. Buses will begin to unload at 9:00 AM

##### **DISMISSAL BY BUS**

Bus loading will occur beginning at 3:15 pm, with buses leaving Malta Avenue by 3:30 pm.

##### **ARRIVAL BY STUDENT DROP-OFF AND WALKERS**

###### **Drop-off Protocol**

- Parent drop-off and pick-up during arrival and dismissal will take place on Malta Avenue.
- Students will exit the vehicle and enter the building through their designated entrance.
- Please have students ready with masks and backpacks so they can exit the car promptly.
- School staff will assist students in getting to the correct entrance and their classroom.
- When you arrive in front of Malta Avenue, please stop your car on the playground-side of Malta Avenue (Southeast side of the street, heading north).
- Please remain in your car and say goodbye to your child in the car. If you need assistance please pull around to Chapman Street. Students will walk directly into the building with guidance from staff.
- **All walkers and drop-off students should not arrive at Malta Avenue prior to 9:15.**

In an effort to encourage social distancing, arrival and dismissal will be staggered. Please reference the schedule below for your assigned drop-off time.

**Drop-off and walker schedule:**

All walkers	9:15-9:25
Last Name A-J	9:15-9:25
Last Name K-S	9:25-9:35
Last Name T-Z	9:35-9:45

**Safety Guidance**

- As students exit their car, they will be expected to maintain social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking into school or in the hallways on the way to their classroom. Staff members will be out to remind and support students.
- Family members are to remain in their cars. If a child requires assistance departing from the vehicle, the parent can assist but remain at the car when the child walks towards school.
- Parents may not come into the building during arrival and dismissal.

**DISMISSAL BY STUDENT PICK-UP**

**Pick-up Protocol**

- Pick-up Passes
  - Families that have indicated they will be picking up their child will be receiving a pick-up pass in the mail to expedite the process. The pass will include your child's name, teacher's name, and the pick-up time according to the staggered dismissal schedule shown below. Passes should be displayed in the passenger window for pick up. If you do not display the colored placard, please pull forward and park on Chapman Street where you will need to show your license to a staff member.
  - Please note, these passes are intended for the caregiver who routinely pick-up their child(ren). If you need to pick up your child only on occasion, no pass is necessary but you will need to send in a note and have ID to present on pick-up.
  - If you need a pick-up pass, but did not receive one in this mailing contact the main office.
  - In an effort to encourage social distancing, dismissal will be staggered. Please reference the schedule below for your assigned pick-up time.

- **As a reminder, when you arrive in front of Malta Avenue, please stop your car on the playground-side of Malta Avenue (Southeast side of the street, headed north).**

Last Name	Time
A - J	2:40-2:50
K - S	2:50-3:00
T - Z	3:00-3:10

### **WALKERS**

All students will be considered pick-up students unless you complete the form below, which will grant Malta Avenue Elementary School permission to dismiss your child as a walker at 2:30 PM. If this form is not completed, your child will NOT be dismissed as a walker. Instead, your child will be considered a pick-up student and will be dismissed using the schedule above.

\*By completing the form below, you are granting permission for your child to be dismissed as a walker at the walker dismissal time. At the walker dismissal time, your child will be released out the front entrance of Malta Avenue and will be asked to walk home, avoiding congregating on the Malta Avenue campus. Please complete this form for each child in your household. If it is necessary for your child to be accompanied as a walker, they will need to be considered a pick-up and follow the pick-up procedures outlined above.

### **Walker Permission Form:**

<https://forms.gle/yRrbYb9fD1r2oeDW6>