

New Arrival/Dismissal Procedures

Pre-K 4 SA has modified our morning and afternoon arrival and dismissal procedures to reduce contact and increase safety for children, families and staff. We will be using a new contactless smartphone application, ProCare, to check-in students in the morning and again to sign them out in the afternoon.

- **Contactless check-in process (arrival by car):** As families arrive for morning drop-off, they are directed to pull up to designated curb-side locations where they are greeted by a Pre-K 4 SA staff member who is wearing a mask, face shield, and gloves. Families remain in their vehicle and use a phone app to begin the check-in process using the ProCare app. The app guides families through the COVID health screening questions while the Pre-K 4 SA staff member uses a touchless thermometer to take the child's temperature. Once health screening is complete, a secure one-time QR code pops up on the Center's device. The staff member scans the code to automatically update the system to alert the classroom teacher that the child has arrived and is on the way to the classroom. The child puts on a face mask and exits the car with the staff member. The staff member escorts the child into the building where they stop at the hand sanitizing station and then onto the classroom. The staff member scans the child in on the teacher's iPad to complete the check-in process. [Note: families without a phone may use a Pre-K 4 SA iPad to complete this process.]
- **Contactless check-in process (bus depot):** As families arrive at the bus depot, they are directed to pull up to designated parking spots. Families remain in their vehicle and use the ProCare app to begin the check-in process. The app guides families through the COVID health screening questions. Once health screening is complete, a secure one-time QR code pops up on the Center's device. The parent and child put on their face masks and walk to the bus loading zone where a Pre-K 4 SA staff member is waiting. The staff member takes the child's temperature, scans the QR code and escorts the child onto the bus where they are greeted by a driver wearing a mask, face shield and gloves. Children are seated from back of the bus to the front in designated spots to allow for social distance. Windows will remain partially open to allow fresh air. Instruction begins as soon as the bus begins moving with the staff member leading the children in songs and rhyming games. When the bus arrives at the Education Center, the staff member unloads the children from front to back and escorts the children to the classroom, stopping by the hand sanitizing station on the way. Once at the classroom, each child is checked-in on the teacher's iPad. [Note: families without a phone may use a Pre-K 4 SA iPad to complete this process.] Buses will be sanitized after each route.
- **Dismissal (car):** Staggered dismissal times allows each classroom of children to be safely escorted outside where their families are waiting for curbside pick up. When a parent is at the curbside pick-up and signs into the app, the Center will be notified that the parent has arrived. A staff member will escort the child to the car and the parent will scan the QR code on the Center's device to check-out the child. This automatically updates the system to indicate the child has been safely returned to the family.
- **Dismissal (bus):** The same bus monitor goes to the children's classroom to pick them up and take them to their designated buses. He or she helps the children get on the bus and makes sure all children are buckled in safely. Children will be sitting separately, and bus monitors will be keeping an empty row of seats between children to maintain social distance. The windows on the bus will be slightly open to allow natural airflow. During the bus ride to the bus depot, the bus monitor will be wearing a mask, face shield and gloves and will engage children in songs. Once they arrive at the bus depot, the monitor will greet parents, who will sign out their child using the ProCare app. The bus monitor will take a picture of the parent QR code which will automatically sign out each child.