

# Arrival and Departure Information

## Harwood

Due to Covid-19 restrictions, parents are not allowed to enter the campus to drop off or pick up children and must use the Drive-Through Arrival and Departure. Health screenings will take place once students have exited the vehicles. We will notify you of any concerns.

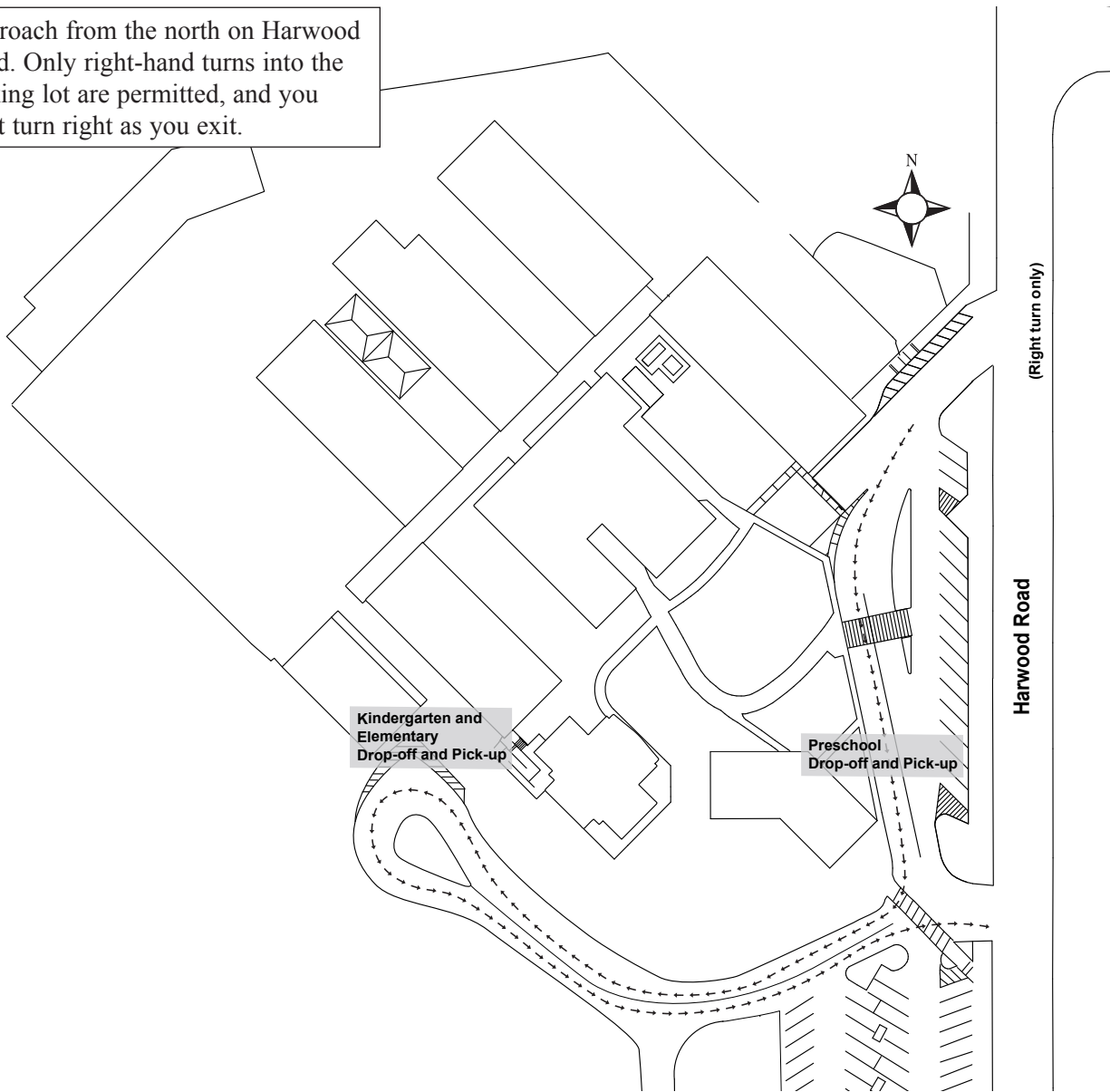
Please note your child's arrival and departure times on the adjacent chart so you can plan accordingly. If you have children in different arrival and departure shifts, arrive at the end of the earlier shift to drop off and the beginning of the later shift to pick up.

Please minimize the need to pick up your child outside of these times. If you are picking up outside your arrival or departure time, please notify the office by phone.

| <b>Drive-Through Arrival and Departure Time</b> |                |                  |
|---|----------------|------------------|
| <b>Program</b>                                  | <b>Arrival</b> | <b>Departure</b> |
| Grade 1   | 8:20–8:40      | 3:20–3:40        |
| Kindergarten                                    | 8:40–9:00      | 3:40–4:00        |
| All-Day Preschool                               | 8:00–9:00      | 4:10–5:00        |

Due to COVID-19, extended hours are not available. Please ensure your child is picked up during the designated time.

Approach from the north on Harwood Road. Only right-hand turns into the parking lot are permitted, and you must turn right as you exit.



During COVID-19 restrictions, parents are not allowed to enter campus buildings to drop off or pick up children and must use the following procedures.

Our drive-through arrival and departure routines allow you to drop off and pick up your child without leaving your vehicle. It's safer and faster than parking and walking into the school. Parents are responsible for ensuring that all designated drivers follow these procedures. Please watch for Challenger School employees wearing safety vests. They will guide you and assist your child to and from your vehicle. *It is your responsibility to verify that all children are properly secured.*

### **Preschool Sign-In/Sign-Out Stickers**

Because preschool children must be signed in and out, we provide stickers to speed up the process. These will be sent home periodically with students.

Parents who drop off or pick up preschool children must use these stickers. Before arriving, fill out all the information except the time. When you arrive, fill in the time, and hand the sticker to the teacher who helps your child in or out of your vehicle.

### **Visor Cards**

Challenger provides and requires visor cards for parents/guardians to display when dropping off or picking up children during drive-through arrival and departure. Upon request, we will issue additional cards to adults listed as responsible parties on the application and on the Identification and Emergency Information form.



### **Drive-Through Arrival and Departure**

Please arrive at the time and place designated for drop off/pick up on your campus's Arrival and Departure Information document. Pull up as far as possible, put your car in park. Place the visor card in your vehicle so it will be visible. If dropping off, wait for a teacher to open the door on the passenger side of the vehicle before your child exits. If picking up, wait for a teacher to bring your child to your car.

Do not get out of your car while in the drop-off/pick-up area.

Remain in line until the car in front of you has pulled away; do not pull around it unless instructed to do so by a staff member.

If an authorized adult without a visor card is picking up your child, you must call the office to let us know or make sure they are authorized to do so. The person must then present a photo ID to pick up the child.

### **Arrival or Departure Before or After**

#### **Drive-Through Times**

Early departure from class is disruptive to all students in the class. If it is necessary, call the campus office.

Students who arrive after the drive-through times should be signed in at the office by parents. If this is not possible due to COVID-19 restrictions, parents should park and call the office for assistance. Do not allow your child to exit the vehicle without supervision.

Elementary students not enrolled in Extended Classtime who arrive before the scheduled arrival time or after the scheduled departure time will be placed in Extended Classtime (if available), and parents will be charged the Extended Classtime Daily Drop-In Rate.

Late fee and/or Extended Classtime Daily Drop-in rates apply when children are not picked up during regular departure time. (See Tuition and Fees.)

#### **Parking**

Park only in the designated visitors' parking area. Do not park in loading zones, driveways, or No Parking areas. Please use parking spaces reserved for the disabled only if you have a permit.

#### **Courteous Driving**

The on-campus speed limit is 5 mph. Drive slowly and carefully for safety and to preserve our relationship with neighbors, the city, and the police department. For everyone's safety, the use of mobile electronic devices is not allowed during arrival and departure.

It will help the flow of traffic if parents do not all arrive at the exact beginning of arrival and departure times.

#### **Child Supervision**

Please do not drop off your child to wait unattended. There is no before- or after-school playground supervision.