

## **COMING AND GOING POLICY AND PROCEDURE**

\*\*Variations due to COVID -19.

### *Designated Entry and Exit*

The points of entry and exit are designated for PYP and for PSSP and OSSD to Académie de la Capitale.

- PYP (Grades JK to 6) enter through Door C (AcadeCap main entrance) and exit through Door A (cloak room door to the playground and out via the playground gate).
- PSSP and OSSD (Grade 7-12) students enter Door B (former AcadeKIDZ Daycare door) and exit via Door D (Trane Door).

### *Prior to Arrival*

- Before arrival and not later than 8:30 am, on the day of arrival, the parent/guardian must complete a daily online screening questionnaire and take internal temperature readings for the student and for any parents coming onsite.

### *Arrival*

- Stagger entry and exit so that there is only 1 person or family group in the stairwell at a time.
- Follow physical distancing of 2 metres when in the parking area and avoid congregations of parents and students when waiting for students to exit.
- Parents are not allowed in the school. The only exception is that a designated parent for each JK - Grade 2 student needing assistance on the stairs or in the cloak room may enter the school. The designated parent must complete the online screening before entering the school and must exit promptly with their student and to not congregate in the school.
- The Parent/Guardian and student ring the doorbell at Door C (main AcadeCap entrance).
- Everyone who enters:
  - completes online pre-screening
  - wears a mask
  - uses the hand sanitizer station located in the screening area.
- The student proceeds to the cloak room area.
- Stairwell railings are disinfected every 15 to 30 minutes during the drop-off period.

### *Late Arrival*

- Please email us prior to 8:00 am at [info@acadecap.org](mailto:info@acadecap.org) to let us know that a student will be arriving late.

- All arrival safety protocols still apply.
- Please ring the door bell at Door C (JK – Grade 6) or at Door B (Grade 7-12).
- JK - Grade 6 students arriving after 9:00 am will be met by Team Member at Door C to bring the child in. Parents will not be allowed in after 9:00 am.
- Grade 7-12 students arriving after 9:00 am will be admitted at Door B and should proceed to their classroom.

### *Departure*

- The staggered student pick-up location is outside Door D (Trane Door) for Grade 7 - 12 students and at the playground gate via Door A (playground Door) for JK – Grade 6 students.
- The parent/guardian, wearing a mask, rings the doorbell at Door C (AcadeCap main entrance) indicating arrival, then moves to the designated door to meet their student.
- One parent of each JK - Grade 2 student requiring assistance in the cloak room, may come in to assist, however the online screening form must be completed before entry.
- The student will be sent down to meet the designated pick-up parent.
- Use of the hand sanitizer station is encouraged upon leaving the building.
- Stairwell railings are disinfected every 15 to 30 minutes during drop off and once at the end of the day after all pickups are completed.
- The student who has permission to walk and/or bike home must alert the administrator when leaving. Please request the permission form from the office.
- The playground gate is unlocked at 4:00 pm.

### *Early Departure*

- The parent/guardian of a student who needs to leave the school prior to dismissal or closing times is to email the school administrator at the beginning of the school day.
- Departure protocols will apply.
- Grade 7 - 12 students leaving the school before 4:00 pm will exit out Door D (Trane Door).
- Grade JK - 6 students leaving the school before 4:00 pm will exit out Door A (Cloak room door); An administrator will escort you out to unlock the playground gate.