



Springwood Drop-Off Procedures

2021-2022

1. All students must be dropped off in the front of the school no earlier than 7:45 a.m. Please do not drop off students in the back of the school at the bus loop.
2. We will provide two car tags per family.
3. For the safety of our students and staff members, please put your masks on while pulling up to the drop-off area.
4. Students must wear a mask unless you have a medical opt out letter on file with LCS.
5. No child should exit a vehicle until a staff member is present.
6. Please do not bring your student to school if they have a temperature of 100 degrees or above.
7. Staff members will signal to indicate that it is ok for your child to open the door. Once their mask is on they may exit the vehicle.
8. Staff members will not be allowed to open car doors or assist with car seats to avoid transferring germs from vehicle to vehicle.
 - a. Please remind your student to close the door upon exiting.
9. There will be no parking in the parking lot and walking children through the crosswalk to the sidewalk. All students must exit the car at the Drop-Off sidewalk.
 - a. The exception to this rule is PK. PK parents will be given a different PPU card and are allowed to park in the parking lot and walk their child across the crosswalk. They will be able to enter the PK gate.
10. Children using the car line will need to exit the car on the passenger side to avoid stepping into the passing lane. **ALL students must exit to the right side of the car.**
11. After exiting the car, students will be directed to enter the building. Staff members will be located throughout the building to assist with locating classrooms.
12. Parents, when exiting Springwood, please remember that you can only exit RIGHT!