

Morning Drop off & Afternoon Pick up Procedures 2020-21

BEFORE COMING TO SCHOOL:

Review the daily home screening questions/card, take your child's temperature. If you answer YES to any symptom or have a temperature of 100.0 or higher. STAY HOME and PLEASE contact your healthcare provider.

Please also contact the office to report your child's absence and reason for absence.
540-456-8450 or northbranch@nbsva.org

AM Drop Off 8:30 am (PM Drop off is 12:30 pm - Early Primary & Primary Yellow)

Each Monday morning cones and signage will be set out. Sign will be placed at the entryway of the circular drive and cones will be set up along the edge of black top to guide cars through the traffic queue.

Signs will direct cars in the circular drive. Cars will be to the RIGHT of the drive, first car stopping at the swing set end of the black top, bumper to bumper.

The LEFT side of the circular drive will need to be left clear for cars exiting the queue.

ALL parents and students will need to remain in the car, with masks on until they have been screened by NBS staff.

Quick morning screening questions, temperature check and school items check will be conducted of every student in the car.

Staff will notate on the sheet of paper any child who answers YES to any question, has a temperature at 100.0 or above. Students who do not pass the screening will be asked to return home for monitoring by family/caregivers.

New students to NBS will be met by an available staff member to be taken to their classroom to meet their home room teacher (staff or teams who do not have a home room will be available to help get students into their rooms the first few weeks). Preschool will always have one teacher at drop off time to escort students into the building.

** There will be NO free outside play at drop off or pick up; students will report to their classroom homeroom teacher.**

Preschool: One of the preschool teachers will be available to bring students into their classroom from cars each morning.

PICK UP

The pick up queue will follow the same procedures as the morning drop off queue. Cars to the right of the circle, bumper to bumper. First car at the edge of black top. The inside (left) side of the circular drive will need to be left clear for cars exiting the queue.

Preschool: At 12:30 PM, preschool students will be brought to the front porch to be taken to parents in the pick up queue by teachers. Teachers will remain with students until all students have been picked up. ****Be aware that preschool is getting picked up at the SAME time as afternoon rotation drop off****

Early Primary, Primary Blue & Primary Yellow AM Schedule: At 11:30 AM, students will be brought to the front porch/designated outside area/classroom-weather permitting- to be taken to parents in the pick up queue by teachers. Teachers will remain with students until all students have been picked up.

Early Primary, Primary Yellow PM Schedule & Juniors : 3:30 PM, all students will be ready for pick up at 3:30 PM. They will be waiting in designated outside areas or in their classroom-weather dependent. When their parents/caregiver/carpool driver arrives and is stopped, the main building teacher on duty/classroom teacher will call students out and the student will exit the building/outside area and get in the car.

Annex: 3:30 PM, all students will be ready for pick up at 3:30 PM. They will be ready on the front porch of Annex (Seniors) for when their parents/caregivers/carpool driver arrives and is stopped. They will then proceed to the car after verbally checking out with staff members on check out duty.

Trailer: 3:30 PM, all students (Middle School) will be ready for pick up at 3:30 PM. They will be ready along the trailer ramp (unless rain, then in the trailer and a walkie talkie will be used when parents/caregiver/carpool arrives). When parents/caregiver/carpool driver arrives and is stopped, students will proceed to the car after verbally checking out with staff members on check out duty.