

## Drop-off & Pick-up Procedure Lower Campus

We have designed the following procedure with your child's safety and your convenience in mind, based on the current health and safety guidelines. Please support the system to ensure the safety of the children and the efficiency of the transition. Unfortunately, under state guidelines it is currently not possible to accompany your child into the building.

### Important Guidelines:

- Please be aware that your child is only allowed coming to school after your child's daily health screening is completed by you via MyMedbot. We will not be able to take your child from the car if the screening has not been completed.
- There will be NO parking for parents in the LC parking lot with the exception of extended day (after 4:30 pm) pick-ups ONLY!
- Unfortunately, under state guidelines it is currently not possible to accompany your child into the building.
- For their physical safety, we must insist that you please do not let your child navigate the parking lot on their own under any circumstances. If arriving by foot, please keep your child very close to you, preferably holding an adult's hand. Even a quick dash to the gate is not permissible in this small, high-traffic lot on a busy main street with little learners who may not be visible to drivers. In the playground and school, we exercise German independence; in the parking lot, we practice American caution. Thanks for being a part of our bicultural community!
- Our landlord has explicitly requested that we **not** park in any non-GISB parking space nor use the Soldiers' Field Road entrance to the building's main corridor. He has generously agreed to allow us temporary use of a second entrance so as to stagger the arrivals. The landlord is a partner in the accounting firm on the Soldiers' Field Road side of the building, so he will know if we do not respect our agreement on this. Thank you for your partnership in maintaining this important relationship.
- At your individual Meet and Greet appointment on August 26 or 27, you will receive a detailed and personalized drop-off and pick-up plan for your own child. This will give you an opportunity to speak through the procedure with the classroom teachers if you still have questions.

## Drop-off Procedure

### By Car

When arriving at the school by car please make sure to follow the one-way loop into the parking lot. The drop-off by car will only be possible via drive-through. The teacher of your child's cluster will be awaiting your child at the drop-off location.

- Please pull up with your car and stay in line until your vehicle reaches the Check-in area.
- When your car reaches the Check-in area, remain in the driver's seat and leave your car with the transmission in "park" (handbrake)
- Your child's teacher will help your child out of the car and also take the child's belongings. Please make sure your child's belongings are placed in the car next to your child or at their feet, so the teacher can grasp them easily. Please proceed directly but slowly to the exit.
- It is also very important that your child is already wearing a mask, before the teacher opens the car door.
- After the Check-in is completed your child's teacher will accompany your child into the school building.

### By Foot

When arriving at the Lower campus by foot, please access the parking lot through the pedestrian waiting line for Check-in, maintaining the six feet distancing as indicated by the markings on the ground. At the Check-in area our staff will process your child's attendance and your child's teacher will accompany your child into the school building. Please respect social distancing throughout the procedure (6 feet distance).

## Pick-up Procedure for Regular Day Students (2:00pm) and ASP Students (4.00pm)

The “drop-off loop” becomes the “pick-up loop”. We will conduct the same process in reverse, bringing your child to the car with all their belongings and assisting them with climbing in and buckling the car seat.

### **By Car**

Please arrive within your assigned time frame and line up for the drive-through pick-up. If the line is full, please drive an additional round around the block and then join the line. Western Avenue traffic can not be hampered by this procedure. Your child will be brought to the car and buckled in. Please proceed directly but carefully to the exit. If you are early, you may park nearby (NOT in the parking spaces) and come to the campus by foot and join the waiting line.

### **By Foot**

When arriving at the Lower campus by foot, please access the parking lot through the pedestrian waiting line (6 feet apart). Please wait until your name is called and your child is brought to you. Please respect social distancing during pick-up (6 feet distance).

## Pick-up Procedure for ASP Extended Day Students (after 4:30pm)

### **By Car**

Please drive into the parking lot and park in one of the empty GISB spaces. Please do NOT park in a space not marked with “GISB”. Put on your mask, exit your car and proceed through the playground to the front door. Enter the foyer and ring the doorbell. No parents are permitted to enter the building. Please do not open the door but remain in sight of the hallway. Your child will be brought to you. This may take a few minutes to gather things together, put on shoes and so on. If another parent is already there to receive a child, please maintain social distancing, wait outside of the building until that parent exits with their child before entering the foyer and ringing the bell.

### **By Foot**

When arriving at the Lower campus by foot, please access the parking lot through the pedestrian waiting line (6 feet apart). Put on your mask and proceed through the playground to the front door. Enter the foyer and ring the doorbell. No parents are permitted to enter the building. Please do not open the door but remain in sight of the hallway. Your child will be brought to you. This may take a few minutes to gather things together, put on shoes and so on. If another parent is already there to receive a child, please maintain social distancing, wait outside of the building until that parent exits with their child before entering the foyer and ringing the bell.