

## Upper Campus Drop-Off Procedure

GISB will be using a phone-based app called MyMedbot to complete daily screenings of staff and students. You will be notified automatically every day that you have to complete the questionnaire. The health screening notifications will start at 6:30 but you can complete the questionnaire an hour earlier than that. Screening **must** be completed before 07:45 a.m **each day**. The app will inform you if you are cleared to enter the building that day. Once cleared by the app, we look forward to welcoming your children to school. Without being cleared by the app, students are not allowed to enter the school. Please note that this system relies on everyone's honesty.

When arriving at the school by car please make sure to follow the one-way loop into the parking lot. The parking lot can be entered from Everett St. and will be exited onto Brentwood St. Designated zones for drop off have been set up for each pod where the students will be supervised between 8:15 a.m. and 8:30 a.m. and meet with their subject teacher at 8:30 a.m.:

- Elementary school: First and second grade students meet at the turf/playground
- Elementary school: Third and fourth grade students meet in front of the main entrance
- Middle school: Grades 5-8 meet in front of Holton St. entrance
- High school: Grades 9-12 meet in front of Everett St. entrance

For details, please watch the following [video](#).

Students **must** stay in their assigned area, maintaining social distance at all times. At 8.30 a.m. each group or class is picked up by their subject teacher of the first lesson and taken to their classrooms. The subject teacher is informed by the school nurse which students are cleared by the app and allowed to enter the school.

Please respect the following guidelines in order to contribute to a smooth drop-off procedure and in order to maintain a safe environment for all our children:

- Please maintain a speed no higher than 5mph, be patient and follow the flow of traffic.
- Please pull up with your car and stay in line until your vehicle reaches the designated spot as indicated by the relevant signs. Stop, let children exit the car and move on.
- No drop off is allowed anywhere else other than in designated drop-off spots.
- Please note: Only very few parking spots will be available on the school grounds. No parking is possible in the recess area after 9 a.m.
- Parents/guardians and students must wear face masks at all times during drop-off and maintain social distance.

- When arriving by foot, please access the school grounds through the nearest entrance, maintaining the six feet distance at all times.

All late comers (Elementary, Middle and High School students) meet in front of the main entrance. They will be taken to their respective classrooms at 8.40 a.m.

## Upper Campus Pick-Up Procedure

After their final period, all students will wait at their desks for their subject teacher to take them outside to the designated meeting point of their cohort / class.

Students grades 7-12 will leave the school building using the same exit they used to enter the building in the morning and will be released at their individual meeting points.

Students in class 1 through 6 are accompanied to their morning meeting points and are released to the parents at the designated meeting areas as follows:

- Elementary school: First and second grade students are released at the turf/playground
- Elementary school: Third and fourth grade students are released in front of main entrance
- Middle school: Grades 5-8 are released in front of Holton St. entrance

Please respect the following guidelines in order to contribute to a smooth drop-off procedure and in order to maintain a safe environment for our children:

- Please observe the speed limit and be aware of students exiting the building.
- Parents/guardians must wear face masks at all times during pick-up and maintain social distance.

After School Program pick up:

- **4:00 pick up:** students will be brought down to the designated pick up area (same as the morning drop off area).
- **5:00 pick up:** parent calls teacher when they arrive and child is sent down (stay on phone to confirm that they are picked up)
- **6:00 pick up:** students will be brought down to the designated pick up area (same as the morning drop off area).