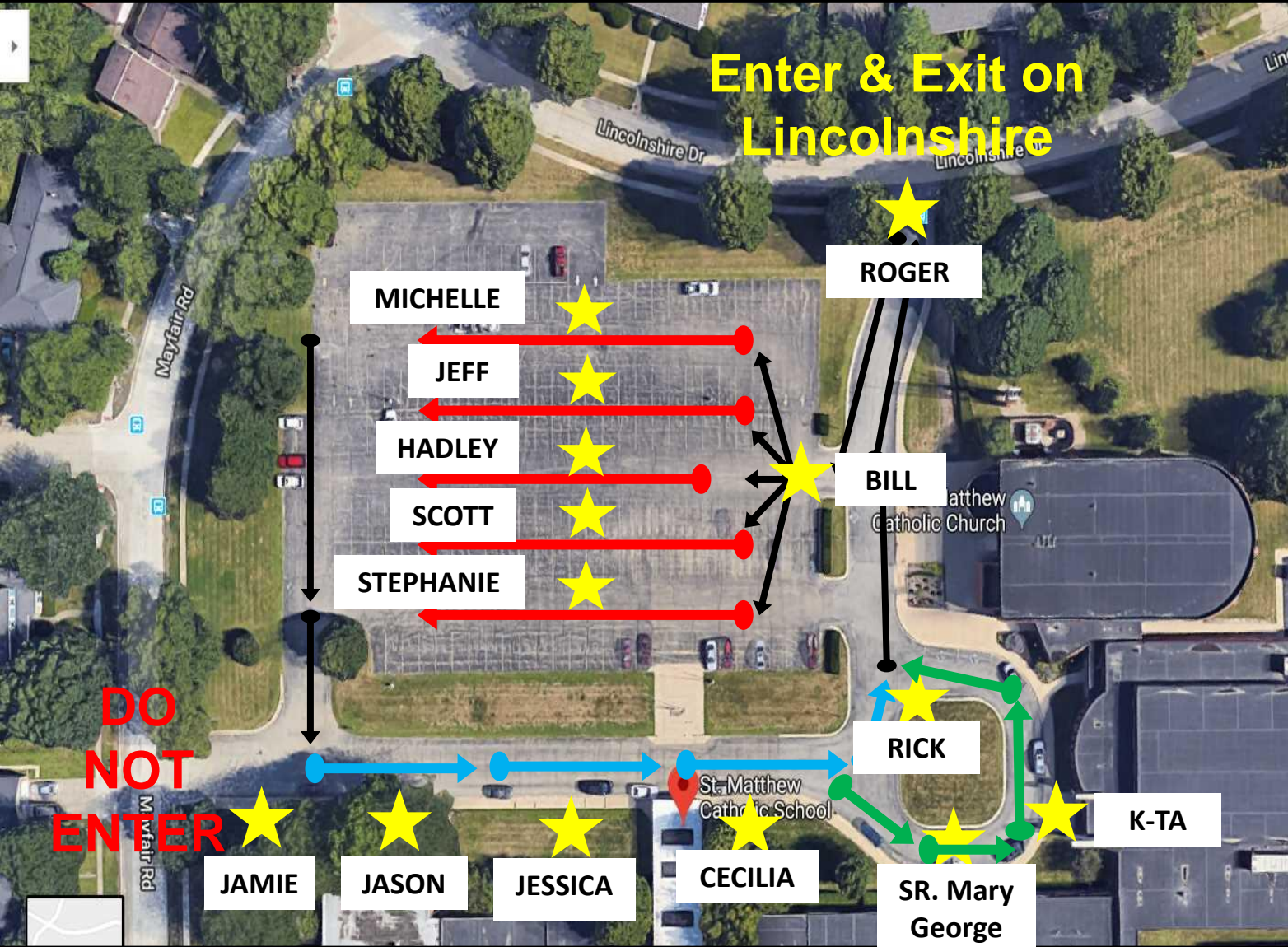


# Morning Drop-Off



Enter & Exit on Lincolnshire

- Vehicles will enter on Lincolnshire and proceed to a student **TEMPERATURE** check lane.
- A staff member will direct vehicles to 1 of 5 temp check lanes.
- After student temp check, a staff member will direct cars towards drop-off lane.
- Students in **3<sup>rd</sup> – 8<sup>th</sup> Grade** will exit cars along the normal drop-off lane and then proceed towards Lincolnshire.
- Families with **PreK – 2<sup>nd</sup> Grade** students will proceed around the circle drive and students will exit vehicle.
- Please pull all the way forward.

## Students will enter through the following doors:

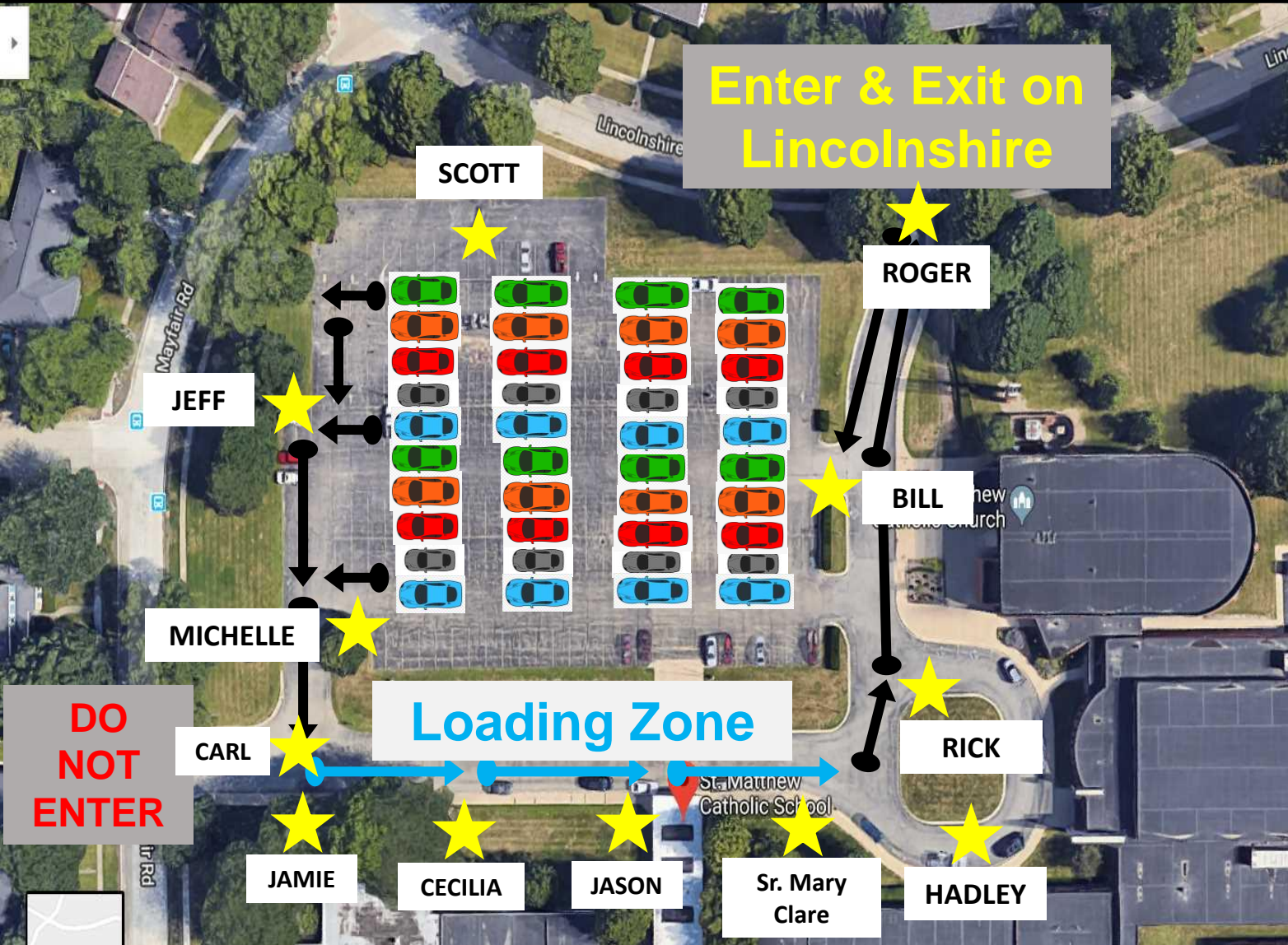
- 8<sup>th</sup> – Olsen & Stark Fire Door
- 7<sup>th</sup> – Hoerner & Hall Fire Doors
- 6<sup>th</sup> – Fire Door (Hack)
- 5<sup>th</sup> – JH Entrance Doors
- 4<sup>th</sup> – Case & Sr. M. Jacinta Fire Doors
- 3<sup>rd</sup> – Main Entrance
- 2<sup>nd</sup> – Fire Door (Atchley)
- 1<sup>st</sup> – Fire Door (Yonce)
- K – Feeney Hall doors
- PK – Cinnamon & Crawford Fire Doors

★ Staff member assisting with traffic, temp checks, and students

← = Temp checks  
 ← = 3<sup>rd</sup> – 8<sup>th</sup> Drop-Off  
 ← = PK – 2<sup>nd</sup> Drop-Off



# Dismissal



★ Staff member assisting with traffic and students

← = Student loading zone

*With any change, there will be challenges as we begin the implementation process. I appreciate your patience and input as we make this transition to keep our St. Matthew School Community safe.*

- Vehicles will enter on Lincolnshire.
- Cars will be directed by staff to form rows with cars facing west (see pic).
- Each group/row of cars will move forward as one line moves into the "Loading Zone". All groups/rows need to stay together.
- Name placards should be displayed on the passenger side of the front windshield as they are critical for our pick up process.
- The family name will be communicated to the office.
- Students will be readied for pick up and exit through the same doors they entered at arrival.
- Staff members will be stationed at the Loading Zone to assist students into their vehicle.
- Once each group of cars has been filled, they will be directed toward the exit.
- If you need to buckle a child into a car seat, please pull forward into the circle drive.
- A new group of vehicles will move forward and proceed to the loading zone.
- **This process will be directed by Mrs. Biggs and St. Matthew staff members.**