

## 2020-2021 School Year Drop Off & Pick Up Plan

- Parents/Guardians who are dropping off and picking up are required to wear face coverings and practice social distancing where possible. It is recommended that the same person drop off and pick up children whenever possible.
- Please drive to the designated area for your classroom, turn off your engine, get out of your car, stand in a safe spot next to or behind your car, and wait for a staff member to assist your drop-off or pick-up.
- We ask that you do your best not to linger after dropping off or picking up each day to best support the flow of our parking lot and on Morgan Lane traffic. We appreciate your support and adherence to these protocols!

### **DROP OFF - 1403 MORGAN LANE (YELLOW HOUSE, FACING EAST)**

**8:20 - 8:35 - Tots 2**

**8:40 - 8:55 - Tots 3**

### **DROP OFF - 1400 W. BEN WHITE PARKING LOT**

**8:00 - 8:15 - Primary 1 and 2**

**8:20 - 8:35 - Primary 3 and 4**

**8:40 - 8:55 - Primary 5 and 6 AND Tots 1**

If you have a Tots child AND a Primary child, please adhere to your **Tots child's drop off and pick up location and time for BOTH children**. Our staff will escort your children to their respective classrooms and collect them at the end of the day for this as well.

**For Parking Lot Drop Off:** Please arrive in the parking lot during your allotted drop off window. Pull into one of the parking spots and proceed to get your child(ren) out of their car seats. Safely stand with your child(ren) next to or behind the parking spot and wait while an Athena staff member comes over to greet you. They will perform a quick health screen and a temperature check of your child(ren). They will then walk your child(ren) to the gate and pass them to their teacher who will walk them to the classroom.

Click [here](#) for a quick video demonstrating the process of drop off in the Parking Lot.

**For Morgan Lane Drop Off:** Please arrive on Morgan Lane during your allotted drop off window. Please arrive on the South Side of Morgan Lane (traveling East towards Banister

Lane). Pull over in the section marked with cones between the yellow house and the main office. Proceed to get your child(ren) out of their carseat and safely stand on the sidewalk next to your car and wait for an Athena staff member to greet you. They will perform a quick health screen and temperature check of your child(ren). They will then walk your child(ren) to the gate and a teacher will walk them to the classroom.

Click [here](#) for a quick video demonstrating the process of drop off on Morgan Lane.

**If, for some reason, your child does not pass the health screen and needs to remain off campus, someone from the office will be in contact with you regarding a plan to return to campus.**

**Late drop off:** If you arrive after 9 am, please pull up in front of the office on Morgan Lane. Call the number for the main office 512-494-6237 and someone will come out to perform a health screen/ temperature check and escort your child to their class.

**Picking Up:**

**PICK UP - 1403 MORGAN LANE (YELLOW HOUSE, FACING EAST)**

**2:35 - 2:50 - Tots 2**

**2:55 - 3:10 - Tots 3**

**PICK UP - 1400 W. BEN WHITE PARKING LOT**

**2:15 - 2:30 - Primary 1 and 2**

**2:35 - 2:50 - Primary 3 and 4**

**2:55 - 3:10 - Primary 5 and 6 AND Tots 1**

**For Pick Up: Please use the same designated area and protocol as your drop off area.**

Please park in an open spot, turn off your car, get out of your car, and stand behind or next to your car. A staff member will bring your child to you. *It would be helpful if you and your child make a sign with your name and class on it to hold up for us in the parking lot. Get creative! :)*

**For Half Day Pick Up (Parking Lot Only): If your child(ren) is on the half day schedule, please pull into the *parking lot* between 12:15-12:30 pm. We will bring all of the half-day children out at that time and get them safely to your car.**