

# Caughman Road Elementary Transportation Reminders

## Morning Arrival:

- Morning Drop off begins at 7:00 AM. In order to effectively practice social distancing guidelines, only students may enter the building from 7:00 to 8:00 AM. Parents should remain in their vehicles and allow staff to escort students to the building.
- Students will need to remain in their car until their temperature is taken. Once cleared for safe arrival, students may exit their vehicle, sanitize their hands, and enter. Students will be sent directly to class. Pre K-1<sup>st</sup> Grade and students with Special Needs will be provided with adult support to get to their classroom safely.
- Breakfast will be served in individual classrooms daily from 7:30-8:00 AM.
- Parents who are requesting to walk their children to class may sign up to be placed on a Covid checkpoint list. Visitor check in times will begin after 8:15 AM once the majority of our arriving students are settled and on campus. **Unfortunately our office is able to accommodate only limited numbers safely; therefore, parents requesting this procedure will need to remain in their car until they receive a text message notifying them of their assigned check in time.** This is text activated system, so a text enabled phone will be needed to complete this request. Please note that until we enter a new phase of DHEC recommended safety, community access to our inside learning environment is not permitted. Parents requesting to escort a student to class may walk the student to the Grade Level Door of each grade level hallway, but classroom entry is not permitted.
- Student Drop Off locations: Please display your morning drop off tag at all times in the morning. You will be provided with your morning arrival tag during LEAP Week.
  - **Van Loop:** PreK-1<sup>st</sup> and students with special needs may be dropped off in this area. Siblings in older grade levels may remain with younger siblings.
  - **Front of school:** Students in Grades 2-5
  - **Bus Loop:** Bus riders only. Student walkers must proceed to the front and complete a temperature check prior to school entry.
  - **Any student who arrives after 8:20AM** will need to be walked up to the front entry and buzzed in at the front office by a parent or guardian. **During LEAP Week our car rider lane will be open until 8:15 AM each day.**
- Bus routes and pickup times are listed on the district webpage.



# Friendly Reminders

## Afternoon Dismissal:

Early Dismissal may not occur after 11:15 AM, as our students are packing up and have begun to transition into the closing of their day. If you pick up your child for early dismissal in an emergency situation, you will be asked to sign your child out prior to 11:15 AM. After you sign your child out, please step outside into the front entry while you wait for your student to be picked up from class. Dismissed students will exit through the front door. Only a

parent, guardian, or designated emergency contact listed within POWERCHOOOL may pick up your child. An ID is required.

- **Afternoon Dismissal begins at 12:00 PM. Car rider students may be picked up in the car rider area only. Please do not walk up to the building to pick up students.**
- Parents will need to remain in their car during the dismissal process during 12:00PM-12:45 PM. **During LEAP week, we do not have a walk up policy from 12:00-12:45 PM for student dismissal.**
- Bus rider routes and drop off times are listed on the district's website. **Pre K, Kindergarten and 1<sup>st</sup> grade students must have an assigned adult meet them at the bus stop in order to be released from the bus. If an adult is not at the bus stop, then children will remain on the bus for safety reasons.**
- Please plan accordingly for a longer than normal wait during dismissal in the car rider lane, especially during LEAP week while we get used to the new socially distanced guidelines. In order for this process to move smoothly, please place your child's name in the corner of your windshield with his/her name and grade level.
- All students must be picked up from school no later than 12:45 PM.



**CAUGHMAN ROAD STUDENT IDENTIFICATION**  
**DISMISSAL TAG.**

\*\*Please place this information in your window of your car



**STUDENT NAME:**

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**Siblings:**

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**Grade Level (s)**

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