



## **Covenant Drop Off and Pick Up Procedures**

- Students are required to enter the building socially distanced (at least 6 feet apart).
- Parents are required to remain in their vehicles during drop off and pick up. Unfortunately, parents of Pre-Kindergarten and Kindergarten students may **not** walk their children to class.
- Students and staff should wash hands or use hand sanitizer upon arrival at school.
- **Only** Early Care students who arrive between 6:30 a.m. – 7:15 a.m. are allowed in the cafeteria with students spaced accordingly. A reservation is required and must be made with Mrs. McCormick.
- All other students should arrive as close to school start time as possible and go immediately to their classrooms. Upper School tutoring is 7:45 a.m. - 8:10 a.m. and students go straight to their tutors room.
- For dismissal, students will be spaced in accordance with social distancing parameters.

### **Morning Drop Off**

#### **Lower School Students**

The primary drop off for students in the morning will be under the crimson awning on the east side of the building.

- 1) Go to the last entrance into the parking lot, which is just before Lisa Lane.
- 2) Turn left into the parking lot and follow the parking lot around to the crimson awning.
- 3) Covenant staff will be there to welcome students and see them into the building.
- 4) During the pandemic, we ask that parents drop students off at the awning and do not accompany them into the building.

#### **Upper School Students (7<sup>th</sup> – 12<sup>th</sup> Grade)**

- 1) As you approach the school on Hamblen Road, turn left at the second entrance into the parking lot on the Hamblen Road side of the building.
- 2) Parents must form a line running directly next to the building; leaving space for our student drivers to park and the school bus.
- 3) During the pandemic, parents must stay in your car and allow their student to get out of the car.
- 4) Student must walk around to the front of the building and enter at the crimson awning.

## **Afternoon Pick Up**

Afternoon pick up requires that everyone know exactly where to go and what to do when you get there. A placard, provided initially by the school with your child's name on it, will need to be visible through your car window so that Covenant staff loading cars will readily recognize what student need to be brought to your car. The following procedures will help keep the car rider lines moving and your children safe. **NOTE:** Lower school students who have an upper school sibling will be held in the cafeteria and can be picked up at the Upper school time under the crimson awning.

### **Pre-K and Kinder Under the Chapel Drive-Through on Bonnie Glen at 2:35 p.m.**

### **1<sup>st</sup> and 2<sup>nd</sup> Grade Under the Chapel Drive-Through on Bonnie Glen at 2:50 p.m.**

- 1) Go to end of the parking lot on the east (crimson awning) side of the campus.
- 2) Turn left onto Lisa Lane and go just over one-tenth of a mile to Bonnie Glen and make a sharp left back toward Hamblen Road. In the semicircle driveway of the chapel building, form two lines: one under the covered drive and another to the right of the covered drive.
- 3) While waiting to turn into the semicircle driveway, form a line on the right-hand side of Bonnie Glen to allow for the free flow of traffic.

### **3<sup>rd</sup> through 6<sup>th</sup> Grade Under the Crimson Awning at 2:50 p.m.**

- 1) Go to the last entrance into the parking lot, which is right before Lisa Lane. Turn left into the parking lot and follow the parking lot around to the crimson awning.
- 2) Stay in your car and pull up as cars in front of you pull away. Do not let large spaces form between you and the car ahead of you in line. Covenant staff will walk your child to your car.

### **7<sup>th</sup> through 12<sup>th</sup> Grade Under the Crimson Awning at 3:20 p.m.**

- 1) Go to the last entrance into the parking lot, which is right before Lisa Lane.
- 2) Turn left into the parking lot and follow the parking lot around to the crimson awning.
- 3) Stay in your car and pull up as cars in front of you pull away. Do not let large spaces form between you and the car ahead of you in line. Covenant staff will walk your child to your car.

**DETAILED DIAGRAM ON THE NEXT PAGE.**

# THE COVENANT PREPARATORY SCHOOL PICK UP TRAFFIC FLOW PLAN

