


ST. MARTIN'S **IN-THE-FIELD**
EPISCOPAL SCHOOL
2020/21 Carpool Procedures rev. 10/5/20

Due to COVID-19 modifications, St. Martin's will alter carpool Morning Arrival and Afternoon Dismissal procedures to decrease the group size entering or exiting the building at one time, and allow for students and adults to maintain social distancing.

- K – 8 Morning Arrival: 8:15-8:25am
- K – 8 Afternoon Dismissal: 3:30-3:45pm
- Students arriving after 8:25am will need to sign-in through the Main Office.

- Preschool and Pre-K Arrival: 8:35-8:45am
- Preschool and Pre-K Dismissal: 11:45-Noon or 3:00-3:15pm
- Students arriving after 8:45am will need to sign-in through the Main Office.

Morning Arrival Procedures

Cars will enter via Tewkesbury Lane and form two lines, stopping at the church doors for temperature screening. After temperature screening, cars will move forward, forming a *single line*, either stopping at the corner (grades 5 – 8) or proceeding around to the back of the building (Preschool – grade 4) after waiting for Middle School cars to unload at the corner. If a student has a temperature of 100.4 degrees or higher, all students in the car will be prohibited from entering the building.

Middle School only cars:

Middle School students (grades 5 – 8) will exit the car and enter the building through Main Office ramp (7th and 8th grade) or Middle School ramp (5th and 6th grade). Cars turn left to exit the school onto Benfield Road in a single file line.

Middle School and/or Lower School cars:

Middle School students (grades 5 – 8) will exit the car and enter through Main Office ramp (7th and 8th grade) or Middle School ramp (5th and 6th grade). Cars will remain in the order they arrived and proceed in a *single file line* around the building to the back to drop off Lower School students at the second awning and lower school ramp. Faculty members will supervise the students exiting cars and entering the building. Cars continue around the blacktop and exit onto Benfield Road.

*Preschool siblings will exit the car at the first awning and enter Parish Hall with a staff member.

Preschool only cars:

When the faculty member signals, cars will remain in order and proceed to the back side of campus. Students will exit to a staff member in front of the first and second awning and proceed to the classroom. Cars will continue around the blacktop and exit onto Benfield Road. Preschool families should not arrive on campus until 8:35am unless dropping off a Lower or Middle School student.

Bike Rider & Walker arrival:

Bike riders & walkers will enter via the Benfield Road entrance and proceed to the temperature screen before moving to the bike racks on the back side of campus or entering the building. Middle School bike riders & walkers are permitted to bike to school unaccompanied by an adult with a signed permission slip on file in the Main Office. All other bike riders & walkers must be accompanied by an adult or be with a Middle School sibling. Should a bike rider or walker have a temperature of 100.4 degrees or higher, the student and all siblings will be sent home.

Afternoon Dismissal Procedures

All cars will enter campus via Tewkesbury Lane, not Benfield Road. Cars are not permitted to turn left off Tewkesbury Lane onto campus if there is a line. Cars should proceed all the way down Tewkesbury and perform a safe U-Turn at the Lymington Road intersection, forming a line on Tewkesbury Lane to turn right onto campus. *Please do not turn around anywhere else on Tewkesbury Lane and take care not to block the driveways of our Colchester neighbors.*

Carpool numbers need to be visible in the front windshield at all times while on campus for Afternoon Dismissal. Students remaining at school 15 minutes after the scheduled time will be sent to the Main Office and assessed a late fee.

Preschool Afternoon Dismissal (3:00-3:15pm):

Cars will enter via Tewkesbury Lane and remain in a single file line around to the back of the building and stop at the corner. Cars will remain in the order they arrived and stop at the faculty members on duty. Faculty members will assist children into their car. Cars will pull around to the playground side of the blacktop for buckling up. Cars will continue around the blacktop and exit directly onto Benfield Road. Cars may not exit via Tewkesbury Lane.

K-8 Afternoon Dismissal (3:30-3:45pm):

Cars will enter via Tewkesbury Lane no earlier than 3:15pm to avoid interference with Preschool Afternoon Dismissal. Cars should form *two lines* starting at the flagpole: Lower School only families should line up in the *right* lane and Middle School & mixed Lower/Middle School families should line up in the *left* lane. Once carpool starts, drivers will be directed by faculty to converge into one lane, with Lower School cars turning right to proceed around to the back side of campus. Cars must remain in the order they arrived throughout the dismissal process. *Please do not drive on the left around any cars.* Middle School only cars may exit by turning left to the Benfield Road exit.

Middle School students will enter cars from the sidewalk outside the Middle School. Lower School cars will remain in line and continue around the building as the line moves and collect students around the blacktop at teacher stations. Lower School students will only enter cars where a teacher is present.

Bike Rider & Walker Dismissal:

Unless accompanied by a parent, bike riders & walkers will be dismissed after all Afternoon Dismissal cars have left campus. Bike riders & walkers accompanied by a parent can be dismissed *prior to the start* of Afternoon Dismissal. *Once cars begin moving, all bike riders & walkers will be held until after all Afternoon Dismissal cars have left campus, even if with an adult.* Once dismissed, bike riders & walkers should come to the front of the building, exiting campus via the Benfield Road sidewalk. Bikers should not cut across the athletic field and exit campus directly onto Tewkesbury Lane.

