



CASE PREPARATORY ACADEMY

2020-2021 ACADEMIC SCHOOL YEAR

DEAR PARENTS/FAMILIES,

DROP OFF/PICK UP PROCEDURES

DROP OFF:

- **THE FRONT OF THE BUILDING IS RESERVED FOR BUSES TO DROP OFF STUDENTS**
- **HAVE YOUR CAR PLACARD DISPLAYED IN YOUR WINDSHIELD AT ALL TIMES**
- **PLEASE DROP YOU STUDENTS OFF ON THE SIDE OF THE BUILDING (SOUTH) DOOR**
- **REMAIN IN YOUR VEHICLE AT ALL TIMES (COVID-19) CDC SAFETY GUIDELINES**
- **STAFF WILL TAKE YOUR CHILDS TEMPERATURE WHILE THEY REMAIN IN THE VEHICLE, IF THEIR TEMPERATURE IS OVER 100.00 THEY WILL NOT BE PERMITTED IN THE BUILDING**
- **YOU ARE TO RETURN YOUR CHILD HOME FOR 24 HOURS**
- **YOUR CHILD WILL BE EXCORTE TO THE BUILDING DOOR**
- **EXIT THE PARKING LOT SLOWLY, DO NOT STOP IN THE PARKING LOT, THIS WILL CAUSE A TRAFFIC ISSUE**

PICK UP:

- **THE FRONT OF THE BUILDING IS RESERVED FOR BUSES TO PICK UP STUDENTS**
- **YOU ARE NOT TO ENTER THE BUILDING AT ANY TIME DUE TO COVID-19 COMPLIANCE**
- **IF YOUR STUDENT IS A BUS RIDER AND YOU PLAN ON PICKING THEM UP ON ANY GIVEN DAY, PLEASE CALL THE OFFICE BEFORE 3:00PM, ALL CALLS AFTER 3:00PM WILL NOT BE ACCEPTED, YOU CHILD WILL BE PUT ON THE BUS**
- **PLEASE DRIVE TO THE BACK OF THE BUILDING WITH YOU CAR PLACARD DISPLAYED IN YOUR WINDSHIELD. THERE WILL BE A STAFF MEMBER TO DISMISS YOU CHILD BY RADIO. YOUR CHILD WILL BE ESCORTED TO YOUR VEHICLE**
- **EXIT THE PARKING LOT SLOWLY**

WE WOULD LIKE TO THANK YOU FOR YOUR PATIENCE AND COOPERATION WITH THIS SAFE AND SECURE DROP OFF AND PICK UP PLAN.

SINCERELY,

CASE PREPARATORY ACADEMY ADMINISTRATION AND STAFF