

Logos Student Drop Off and Pick Up Procedures

2020-2021

Logos Gates

- **Primary Gate** - Original Logos gate with the Logos sticker next to the guardhouse
- **Secondary Gate**- Gate near the gravel parking lot. There is a new covered moto parking area.

Direction of Traffic & Parking

Remember to drive north to south (away from Camko City Road) when dropping students off or picking up students
Car and moto parking will only be available in the gravel parking lot and covered moto parking area near the Secondary Gate

Gate Entry Procedure

- Wear a mask as you approach the gate entry line
- Wait following social distancing guidelines
- Temperature check
 - 37.4 or below
 - You may enter
 - 37.5 or above
 - Sit down at our screening area and wait a few minutes to cool down if you have been in the hot sun
 - After about 5 minutes - second temperature check
 - If your temperature is 37.4 or below you will be able to enter campus
 - If your temperature is still 37.5 or above, you will not be able to enter campus
 - Parents or visitors must leave (If you are picking up students, the guards can call for someone to bring the students out to you)
 - Students and staff will wait for the nurse
 - The nurse will ask students questions and give them a form with more instructions. We will contact parents to pick up students with high temperatures
- Enter campus and go to the hand-washing station near the gate.
 - Wash hands at least 20 seconds using soap and water
 - Dry hands and dispose of the paper towel.
- Students will go directly to their classrooms.
- Visitors should go to the main office.

Morning Drop Off - 7:30 am to 8:10 am

In order to maintain social distancing requirements, we will have staggered drop off times in 10-minute increments. Families can sign up for the time that is most convenient for them. [Sign Up for a Time on this Form \(2020-2021 Logos Student Drop Off and Pick Up\)](#)

- 7:30-7:40
- 7:40-7:50
- 7:50-8:00
- 8:00-8:10 (This slot is only for elementary and Pre-Kindergarten Families) Grades 6 to 12 start school at 8:00 and Elementary starts at 8:15.

Pre-Kindergarten and Kindergarten

- Park in the gravel parking lot by Secondary Gate
- One parent is allowed on campus with the student.
- The parents and students enter campus through the Secondary Gate.
- The parent drops off the students at the appropriate location.
 - Pre-K3 & Pre-K4 The gate of the new pre-kindergarten playground or the south side of the Logos building (old moto parking area)
 - Kindergarten - The classroom's glass doors near the Logos office
- If a parent does not want to come onto campus, the Pre-K students may enter the campus with older siblings or friends and be taken to the locations listed above.

Elementary Students (Grades 1 to 5)

- Elementary parents are not allowed on campus during morning drop-off
- Elementary students will enter through the Primary Gate
- Parents/drivers can drop off students in the small lot in front of the Primary gate
- If an elementary student arrives at school with a secondary sibling or a Pre-K sibling, they can enter through the Secondary Gate with their family members.
- Students will enter campus and go directly to their classrooms.

Secondary Students Grades 6 to 12

- Secondary parents are not allowed on campus during morning drop-off
- Drop off or parking by the Secondary Gate
- Students that ride bikes or drive motos may park in the new covered moto parking lot
- Parents/drivers may also drop off students at the sidewalk between the car and moto parking areas
- Students enter the gate and go directly to their homeroom - No waiting around outside for their friends

After School Pick Up - 3:00 to 3:45

Secondary gates open for parents to enter campus for student pick up at 2:55

Pre-K and Kindergarten (3:00 to 3:30)

- One parent per student is allowed on campus
- Parents can wait in socially distanced chairs near the Pre-K playground
- 3:00 - Students are released from class
 - Pre-K3 & Pre-K4 pick up by the new Pre-K playground gate
 - Kindergarten-Pick up by the glass classroom doors
- Parents with no other children should leave campus right away through the Secondary Gate
- Parents with elementary or secondary children should wait in the gym
- High school students may pick up Pre-K and Kindergarten siblings

Elementary Grades 1 to 5 (3:15 to 3:45)

- Option 1 -Drive-By Pick Up
 - Sign-up for drive-by pick-up on the [2020-2021 Logos Student Drop Off and Pick Up Form](#)
 - Elementary Students will wait in the covered walkway near the soccer field by the Primary Gate
 - Parents or Drivers (Bring Pick- Up Cards) drive from north to south
 - Show their pick-up card to the Logos Guard monitoring traffic near the entrance to the gravel parking lot, and continue driving to the Primary Gate
 - Guard will call waiting students, and students will meet their parents on the street near the Primary Gate.
 - Students will get into the vehicle and leave.
- Option 2- Parent Pick Up
 - Parents can park in the gravel parking lot or moto park.
 - One parent can enter campus through the Secondary Gate.
 - Parent picks up their elementary students in the gym.
 - Parents and students leave campus or wait together in the gym for secondary students to arrive.
 - Students must stay with their parents and leave campus—no playing on the playground or running around the gym.
- Option 3- High School Student Pick Up
 - High school students are released at 3:25
 - A high school student may pick up their elementary siblings in the gym and then they should leave campus together (no playing on campus)
 - If they are waiting for a ride, they must stay together in the gym or near the drive-by pick line

Secondary Grades 6 to 12 (3:25 to 3:45)

- Dismissed from class at 3:25
- Possible Options
 - Students are free to leave campus by Secondary Gate to make their way home,
 - Students can join the drive-by pick-up lines going out the Primary Gate when their names are called.
 - Students can wait in the gym with siblings until parents arrive to pick them up.
 - High school students may pick up their younger siblings.

All students should be off campus by 3:45!

There will not be any after school programs, clubs, sports, or activities until further notice.