



## School Year 2020-2021

### HOW TO GUIDE for ARRIVING & DEPARTING

#### Arrival to Fiddlehead School:

Prior to taking the bus or arriving at Fiddlehead School, **all families must fill out the pre-check google form for each student, easily accessible on our website ([www.fiddleheadschoo.org](http://www.fiddleheadschoo.org)) or filling out the attached printed paper. There will be no exceptions.**

There will be greeters at both locations as indicated on our map (Upper Grades & Lower Grades), ready to confirm that the pre-check has occurred and take the student's temperature. Once the check in is complete, students head directly to their classrooms. Students will be supported by staff in locating their new rooms!

#### Parent Drop-off & Pickup:

- Families who will be driving their children to school should refer to the attached map of the building. Drop off begins at 8:30 am. Doors will not be open any earlier.
- Enter down the right hand side of the building, opposite the main entrance.
- Drive around the back of the building. The back door drop off can be used for students in preK through 2nd grade.
- There is a side pull off space for anyone who is having a hard time letting go of Mom or Dad.
- Continue around the front of the building to drop off older students (3-7 grades) at the side front door.
- Alternately, those dropping off only upper grade students may pull in and park along the front face of the building and supervise their child walking down the path to the side door. A staff member will indicate the temp check is complete and you may return to your vehicle. Do NOT drive away without visual confirmation that your child has passed the temp screening.
- Families pick up their children from the same door they dropped off at, beginning at 2:30 pm.

#### Bus Onboarding & Departure:

- Families using the bus must fill out the pre-check in form, and take students' temperature. This can be completed up to 12 hours prior.
- Families using the bus will have to sign in with Camie, our bus driver, certifying that they have completed the form and the temperature check.
- All students will be assigned seats and Camie will have students board starting with 7<sup>th</sup> Grade to the back of the bus, and students will disembark in reverse order – starting with Pre-K students.
- Siblings will be assigned seats together.
- Window will be open on the bus.
- Students are expected to use the bus hand sanitizer prior to boarding and disembarking.
- The bus will be cleaned after students leave the bus. This is a 20-minute process that will occur, prior to any new arrivals/departures for field sites, etc.

## Bus Transportation Schedule

	Purple COHORT (M/W) <b>MORNING PICK UP</b>	Green COHORT (T/TH) MORNING	Purple COHORT (M/W) <b>AFTERNOON DROP OFF</b>	Green COHORT (T/TH) AFTERNOON
Amvets - New Gloucester	8:30 A.M.		2:40 P.M.	
Perry Truck Stop - Poland		8:10 A.M.		3:00 P.M.
Fireside Inn - Auburn		8:25 A.M.		2:45 P.M.

### Departure from School: (Between 2:30 and 2:50 p.m.)

Parents will pick up their children at the same door as drop off, or at the bus locations.

### Lunch Boxes & Student Materials:

Fiddlehead has a carry in – carry out process for lunch. Please pack a healthy lunch for your child, and extra snack if they are staying at school beyond the school day. All packaging needs to go back into the lunch box to be taken back home.