



1450 W. Countryside Lane; Bloomington, IN 47403  
P: (812) 330-2011 F: (812) 330-2022  
<http://www.mccsc.edu/summit>

**Administration:**  
Mr. Nick McGinnis – Summit Principal

### **MORNING DROP OFF:**

All cars entering from Countryside Lane will be guided by cones through the first parking lot to the right. The line of flow will then move up to the first traffic circle. When entering the circle cars will be directed into one lane. CARS MUST STAY IN THE LINE OF TRAFFIC. PLEASE DO NOT PASS OTHER CARS AND/OR LET STUDENTS OUT OF CARS BEFORE ENTERING THE CIRCLE. Staff will be present to assist students exiting cars. Adults must remain in the car at all times in order to expedite the flow of traffic and for social distancing. Parents are welcome to park in a designated parking spot and let their child out to walk up. Parents must remain in cars to help with social distancing

### ***Arrival Times.***

Car Drop Off and Walkers - Families with last names A-M will drop off at 8:30. Families with last names N-Z will drop off at 9:00. Car drop off will follow procedures listed above. Please see the attached map showing our drop off route. Kindergarten, 1st and 2nd grade students will enter through the Primary entrance door #12. 3rd, 4th, 5th, and 6th will enter through the main entrance. Students will enter through their assigned door walking over a sanitizing mat and follow the social distancing markers in the hallway to their rooms. Students will always walk on the right side of the hallway.

Bus Drop Off - Students will be dropped off as assigned by the transportation department. The transportation department is going to stagger large bus pick up locations into multiple routes. All bus riders will enter through the main entrance door #1. One bus at a time will be dismissed and go inside through door #1. Students will enter through their assigned door walking over a sanitizing mat and follow the social distancing markers in the hallway to their rooms. Students will always walk on the right side of the hallway.

### **AFTERNOON PICK-UP:**

ALL FAMILIES THAT WILL PICK UP STUDENTS AT ANY POINT IN THE SCHOOL YEAR (NOT JUST ON A REGULAR BASIS) IN THE PICK UP LINE WILL NEED A SUMMIT ELEMENTARY CAR WINDSHIELD ID. Families may visit the office at any point in time to obtain as many car IDs as they need for all their vehicles and/or families members who may assist with picking up students. When families arrive to pick up students, they will use the same entry route through the first parking lot to flow up to the first circle. Please have your car windshield ID prominently displayed in the bottom right corner. As you approach the first circle, cars will be guided into one lane as a staff member radios the names of students who have cars waiting for them. Once all cars have stopped students whose names have been announced will be supervised as they enter waiting cars. Students will be waiting in the primary playground. Students will stand with their family members in assigned spots while waiting for a car or parent pick up. Older students will be guided to pick up their younger siblings while going to dismissal. Older students will then help their siblings line up in assigned spots that enforce social distancing between groups. This will assist with social distancing happening.



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### ***Dismissal Times.***

Car Pick Up, Parent Walk Up, and Walkers will all exit through the same doors as in previous years. Car pick up/Parent Walk Up/Walkers will start at 3:00 for families with last names A-M and 3:30 for families with last names N-Z. If you show up early to pick your child up through the car line, you will need to move to the back of the line and wait until your assigned pick up time.

Bus Pick Up - Bus pick up will start at 3:40 and follow the times assigned by the transportation department. Please refer to your transportation card. To increase social distancing, students will be dismissed from their homerooms one bus at a time. This will assist with social distancing during bus loading.

If you are a parent/guardian who parks and walks up or walks up on foot and picks up your child this is still considered "parent pick up", please follow the posted signs and pick up your child on the opposite side of the primary playground gate. You will not pick up your child on the same side as the car drive through pick up line. Please note that the distinction of "walker" means that your child walks home from the school independent of a parent.

### **PROCEDURES FOR CAR RIDER DROP OFF/DISMISSAL**

- 1. Go to Summit Elementary School at your assigned time.**
- 2. Place car ID in the right corner of windshield when arriving to pick up students in the afternoon.**
- 3. Follow traffic flow procedures when arriving for morning drop off or afternoon dismissal. See map below.**



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