

## Madisonville Elementary Before School Care and After School Care Procedures

The location of Before Care drop-off and After Care pick up will be a little different this year. Instead of using the blue gym door by the parking lot, families will use the double doors located on the far side of the gym by the sidewalk and first grade building.

### **Before Care Drop-off:**

Drop-off will begin at 7:20am. Please do not enter the gym until 7:20, you may wait outside the gym while social distancing six feet apart until check-in time. Upon entering and exiting the gym, all adults are required to wear a face covering. The Before Care director will be inside the gym conducting the student check-in procedures. During this time, an adult who is listed on the emergency contact list may sign the student in. The child will then move towards the library where Before Care will be held. Parents will not be able to walk with their child to the library. Once the bell has rang at 8:20 and carline begins, check-in will no longer be available.

### **After Care Pick-up:**

Families may pick-up their student by using the double doors located on the far side of the gym by the sidewalk and first grade building. Students must be signed out by an adult who is listed on the emergency contact list. All adults will be asked to show their ID upon pick-up and must sign the student out using the After Care binder for their specific grade. All students must be picked by 6:00pm to avoid a late fee. After Care pick up will not start until carline has been completed.