

**Madisonville Elementary**  
**Before School Care and After School Care Procedures 2021-2022**

\*Please note that for drop-off and pick-up, families will use the blue door that faces the parking lot. At this time, all individuals ages 5 and up are required to wear a face covering.

**Before Care Drop-off:**

Drop-off will begin promptly at 7:20 am, please do not enter the gym until this time. You may wait outside the gym while social distancing six feet apart until check-in time. Please use the blue door that faces the parking lot for drop-off and pick-up. Upon entering and exiting the gym, all individuals ages 5 and up are required to wear a face covering. An adult who is listed on the emergency contact list may sign the student in on the clipboard. Once the bell has rung at 8:20 and carline begins, check-in will no longer be available.

**After Care Pick-up:**

Families may pick-up their student using the blue door that faces the parking lot. 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 up by 6:00pm to avoid a late fee.

Thank you for your understanding and we look forward to having a great year!