

Manlius Pebble Hill School

Arrival Protocols

Revised 9.2.20

Morning Arrival on Campus

Campus Hours: 7:50 a.m. - 3:30 p.m. *Note: Campus will be closed by 3:30 p.m. for cleaning and disinfecting.*

- Students (except for Pre-K students) may not arrive on campus earlier than 7:50 a.m. and may not leave until after their last class for the day.
- All teaching faculty and student-support employees should be on campus and ready to welcome students as close to 7:40 a.m. as possible, and no later than 7:45 a.m.
- Faculty and staff are asked to not park in front of the Center for Early Learning (CEL).

Carpooling

During the COVID-19 pandemic, MPH does not recommend carpooling among members of different families. At the same time, the School understands that families may need to carpool in order to overcome occasional transportation hurdles. In such cases, MPH requests that families inform the appropriate division head that their child(ren) will carpool with another family. This information will be helpful in the event that MPH needs to work with the Onondaga County Department of Health to trace a positive case's contacts. MPH recommends that driver and passenger(s) wear face coverings.

School Entrances Assigned by Division

- Lower School: Phoenix Entrance
- Middle School: McNeil Entrance
- Upper School: Phoenix Entrance

Employees Arriving Without Child(ren)

- Report directly to your classroom, office, or ancillary duty location.

Employees Arriving With Child(ren)

- Lower School: Escort your child(ren) to their classroom.
- Middle and Upper School: Your child(ren) should go to their locker and then report immediately to their first-block class.
- Report to your classroom, office, or ancillary duty location.

Pre-K Students Arriving by Car to Center for Early Learning (CEL)

- Pre-K students may arrive on campus from 7:30 a.m. onward; this is the only age group for which there will be supervision at this time.
- Parents/guardians may park in front of the CEL and walk their child to either the playground or the vestibule entrance.
- Pre-K students will be welcomed each day and checked in according to that day's list of completed Daily Health Assessments. **Note:** Parents/guardians must complete the Daily Health Assessment for their child(ren) by 7:15 a.m.

Pre-K Students With Older Students Arriving in the Same Car

- Older students are not allowed in school buildings until 7:50 a.m., so families with Pre-K students and older siblings should plan accordingly.
- Parents / guardians may park their car in front of the CEL and walk their Pre-K student to the entrance of the CEL. Then parents / guardians may escort their older children across the crosswalk to their assigned entrances. (LS and US students enter by the Phoenix, MS students enter at the McNeil entrance.) Parents / guardians must ensure that their children maintain safe physical distance from children who are not members of their own family.

Students Arriving by Car (Being Dropped Off)

- Students may not arrive on campus before 7:50 a.m.
- Students will be welcomed each day and checked in according to that day's list of completed Daily Health Assessments. **Note:** Parents/guardians must complete the Daily Health Assessment for their child(ren) by 7:15 a.m.
- To avoid bottlenecks and make the morning drop-off process run smoothly for all, families are asked to follow these guidelines to the best of their abilities:
 - Middle School students arriving by car should arrive between 7:50-8:05 a.m. and check in at the McNeil entrance.
 - Upper School students arriving by car should arrive between 7:50-8:05 a.m. and check in at the Phoenix entrance.
 - Lower School students arriving by car should arrive between 8:10-8:20 a.m. and check in at the Phoenix entrance.
- Drivers should leave campus as soon as students are safely dropped off.
- Students will maintain safe physical distancing and wear face coverings as they enter school.
- Lower School students will report directly to their classroom.

- Middle and Upper School students may go to their lockers and immediately thereafter must report to their first-block class.

Students Arriving by Car (Driving Themselves)

- Students may not arrive on campus before 7:50 a.m.
- Student drivers must park across the street from campus in the parking lot of the Pebble Hill Presbyterian Church and leave an empty parking spot between vehicles.
- Students must not congregate in the parking lot either before or after school.
- Student Carpooling: During the COVID-19 pandemic, MPH does not recommend carpooling among members of different families. At the same time, the School understands that families may need to carpool in order to overcome occasional transportation hurdles. In such cases, MPH requests that families inform the appropriate division head that their child(ren) will carpool with another family. This information will be helpful in the event that MPH needs to work with the Onondaga County Department of Health to trace a positive case's contacts. MPH recommends that driver and passenger(s) wear face coverings.
- Students will be welcomed and checked in each day according to that day's list of completed Daily Health Assessments. **Note:** Parents/guardians must complete the Daily Health Assessment for their child(ren) by 7:15 a.m.
- Upper School students arriving by car should arrive between 7:50 and 8:05 a.m. and check in at the Phoenix Entrance.
- Students will maintain safe physical distancing and wear face coverings as they enter school.

Students Arriving by MPH-Provided Bus/Van

- Students and drivers must wear face coverings at all times.
- Students will be assigned seating on the bus according to safe physical-distancing protocols.
- Two members of the same family may sit next to each other.
- Students will be welcomed and checked in each day according to that day's list of completed Daily Health Assessments. **Note:** Parents/guardians must complete the Daily Health Assessment for their child(ren) by 7:15 a.m.
- Students will maintain safe physical distancing and wear face coverings as they enter school.
- Lower School students should check in at the Phoenix entrance and then report directly to their classroom.
- Middle School students should check in at the McNeil entrance, may visit their lockers briefly, and immediately thereafter must report to their first block class. Congregating in hallways will not be permitted.
- Upper School students should check in at the Phoenix entrance, may visit their lockers briefly, and immediately thereafter must report to their first block class. Congregating in hallways will not be permitted.

Students Arriving by Public School Transportation

- Students and drivers must wear face coverings at all times, according to NY state requirements.
- Students will be seated on the bus according to safe physical-distancing protocols.
- Two members of the same family may sit next to each other.
- Students will be welcomed and checked in each day according to that day's list of completed Daily Health Assessments. **Note:** Parents/guardians must complete the Daily Health Assessment for their child(ren) by 7:15 a.m.
- Students will maintain safe physical distancing and wear face coverings as they enter school.
- Lower School students should check in at the Phoenix entrance and then report directly to their classroom.
- Middle School students should check in at the McNeil entrance, may visit their lockers briefly, and immediately thereafter must report to their first block class. Congregating in hallways will not be permitted.
- Upper School students should check in at the Phoenix entrance, may visit their lockers briefly, and immediately thereafter must report to their first block class. Congregating in hallways will not be permitted.