

STES HEALTH SCREENING, DROP OFF & PICK UP PROCEDURES (updated 6/4/2020)

STES Morning Drop Off Procedure: EACH DAY from 8:50 - 9:10am

Parents/Guardians will need to park either at the Woehler Family Center Parking lot or in the smaller parking lot near the garden gate and playground. Please exit your vehicle and bring your child to the WEST door of the Administration Building to meet an STES Staff member. Staff will immediately conduct a temperature check/health screening outside with the parent present. At that point, the child will be walked to their classroom by a staff member. **If deemed necessary by STES Staff then one parent will be asked to continue with the student to the classroom door. This is occur if the parent is wearing a mask, has had temperature taken by STES staff, stays 6 feet way from anyone else in the building, and then leaves the building out a designated door that is not the same as where you entered.**

Drop off will begin as early as 8:50am, but not before. Please practice social distancing as you wait to drop off your child. If a staff member is not outside by 8:50am, please call the office at (210) 494-3509. Please be patient as we implement these new policies. Staff will be moving about the campus and escorting children to/from classes and may briefly be away from the phone.

*Safety First: Please take your child's hand and walk them to/from the car. Do not allow children to run near the parking spaces or enter the parking lot unattended.

After 9:10 AM: You must buzz in at the back gates and walk your child to the front of the Administration Building and wait for a STES staff to conduct a temperature check/health screening and then follow the above procedures. Please be patient as we implement these new policies.

STES Car Pick Up Procedure:

**EACH DAY from 2:45 PM -
3:00PM**

Parents will need to follow the new carpool lane, same as the TIGER TIME Packet Pickup for Distance Learning by entering from the 1604 access road and driving south toward the playground OR from the Trailcrest West Entrance and drive the loop behind the playground, round the campus to enter the pickup lane. You will receive a sign to show as you enter the area, an STES staff member will bring your child to your car. Parents will need to exit their vehicle to buckle their child in car seats. Then exit

the campus via the field/Trailcrest exit or drive back by the playground and to the 1604 access road.

***These policies are effective immediately and are subject to change due to recommendations from local & state officials and/or due to the needs of the STES community.**