

Dear Parents,

To fully understand the precautions taken by the school to ensure your child's safety from the moment they enter the school gate to the moment they leave, we have compiled a detailed plan to ensure operations run smoothly.

**Please fill out the [dismissal form](#) attached ASAP.** You may send the dismissal form back via email or bring it with you when you pick up your DeBakey Dismissal Card.

Of course, due to COVID-19, a lot of these precautions will present a bit of an inconvenience. However, we are confident that with a bit of training and some getting used to the new norm, we will all adjust well to them.

The school is introducing a new tool to help maintain social distancing:

### **DeBakey Dismissal Card**

- The DeBakey Dismissal Card is the tool the school will use to ensure social distancing in drop off and pick up.
- The school will send you further instruction on when you can pick up your DeBakey Dismissal Card.
- Lower school students have a blue card
- Upper school students have a white card.
- Each student will have a unique number ID on their dismissal card.
- This number ID will allow the school to call on to the student to come outside for pick up.
- This tool will ensure that no students will congregate outside the gate or in the heat.
- The Dismissal Card **MUST** be visible to gate security at all times. (during pick up and drop off)
- Drivers who do not have a dismissal card will need to know the student's unique ID number so that the student can come out of the building.

## **Upper School: Main Entrance**

To ensure that the students do not congregate outside the school doors or even inside the hall, we have divided the schools to separate entrances.

Lower School students will now ONLY be using the Side Entrance of the school for pick up and drop off. (Lower school is grades 5 -8).

Upper School will ONLY be using the main entrance of the school for pick up and drop off. (Upper school is grades 9 -12)

Please find attached the [map](#) to the side entrance of the school.

### **Drop Off Procedure:**

- Students must be dropped off at main entrance.
- 20 vehicles will be allowed in at one time.
- DeBakey Dismissal Cards must be visible to gate security.
- Please try to be on time or early to avoid your child being marked tardy.
- Students must go directly into the school and follow ALL screening and security procedures.
- Students refusing to follow procedure will NOT enter the school premises.
- Students must have their masks on covering their nose and mouth completely.
- Students will be told where their homeroom is on the first day of school upon completing their screening.

### **Pick up Procedure:**

- Students will remain inside their classrooms until their car arrives at the gate.
- 20 vehicles will be allowed in to pick up students at one time.
- Parents, drivers, maids, siblings MUST remain in their vehicles at all times during pick up.
- The DeBakey Dismissal Card with the student number MUST be visible to the guard at the gate as the number will be used to call the student out of class.
- The unique number ID will be shown inside the school so that the student will know their vehicle is outside.

- Students, parents, drivers must have their masks on covering their nose and mouth at all times.

### **Student Drivers**

- Students who drive themselves to school must show their DeBaKey Dismissal Card at all times to be allowed into the school.
- Student drivers must also show their valid driver's license to gate security upon arriving.
- If a student driver has siblings in the school, then they will come in from the main entrance and park in their designated areas.
- Student drivers must have prior WRITTEN approval from parents AND school administration to transport any other student in their vehicle.

### **Students with siblings in Upper and Lower School**

Upper and Lower school siblings will be using the Upper School Main Entrance and follow the same procedure to enter the school building. They will be dismissed from the main entrance as well.

Thank you for your cooperation.