

**Summit Academy- SCHOOL-AGE, CREEKSIDE**  
**165 Creekside Dr.**

**PLEASE ENSURE THAT STUDENT ID TAGS ARE CLEARLY VISIBLE ON YOUR CHILD'S BACKPACK FOR EITHER BUSSING OR PARENT TRANSPORT.**

**CREEKSIDE STUDENTS BUSSING AND PARENT TRANSPORTATION:**

**BUSSING: Buses will start to be unloaded at 8:40am**

All bussing to and from Summit is provided by your own school district. Please call your individual district to gain important information regarding busing procedures and times.

Summit is providing all families with pre-screening questions. We would appreciate you ensuring that you answer these prior to putting your child on the bus. If you fail the screening please do not send your child to school.

**Bus drop off at Summit Academy, Creekside:**

- When your child arrives on the bus, they will be greeted by a Summit staff member, wearing appropriate PPE, and escorted to their respective classroom.
- Outside of the classroom, the teacher will take your child's temperature. If it is at **100 degrees or above**, your child will be escorted to an isolation room and examined by a school nurse. You will receive a phone call to come and pick up your child, immediately. Your child will NOT be able to return to class. **Please ensure that we have your current phone number as well as emergency numbers that can transport your child within ½ hour of our phone call.**
- If you are unable to provide transport and do not have alternative pick-up option, we ask that you consider VIRTUAL services for your child.

**Bus pick-up at Summit Academy, Creekside:**

- Summit staff will take student temperatures, again, prior to getting on the bus. If it registers **100 degrees or above**, you will receive a phone call to pick up your child.
- When your child's bus arrives, they will be escorted by a classroom team member, wearing appropriate PPE, to their respective bus.
- Bus staff will be required to buckle in your child, unless there is a Bus Protocol Plan included in your child's Individual Behavior Plan and IEP.

## **PARENT TRANSPORT**

**ALL PARENTS MUST BE WEARING A MASK AT DROP-OFF AND PICK-UP. THANK YOU.**

### **Parent drop-off:**

**PLEASE READ, AS CHANGES ARE INCLUDED:** Drop off time is between 8:50am – 9:30am

Parent drop-off will be located off our **Woodridge Drive** entrance. Please note, we will **NOT** be accepting students through our main entrance on Creekside Drive. Parents will **NOT** be allowed to escort their child into the building for health and safety reasons.

- If you have alerted us that you will be dropping off and/or picking up your child, please find included a car transportation number. This number has been exclusively assigned to your child. This number should be placed, **visibly**, in your windshield for easy identification for our car staff.
- As you enter from Woodridge Drive, please turn right into our parking lot and park in a parent parking space.
- You will be greeted by a Summit staff member, wearing appropriate PPE, who will ask pre-screening questions. If you fail the screening you must take your child home. Please roll down your back window as you pull up to our drop off entrance. A staff member will take your child's temperature, through the back window. **If your child's temperature is 100 degrees or above, we will ask you to park your car in an assigned parking spot. Five minutes later, your child's temperature will be taken again. If it continues to register at 100 degrees or above, we will ask you to take your child back home.** They will not be allowed to depart from the vehicle.
- After your child has been safely escorted from the vehicle, we ask that you depart quickly back through the Woodridge Dr. entrance; thereby, keeping the flow of traffic constant.
- If your child is having behavioral issues, we will assist in reducing the behavior before we escort your child into the building.

### **LATE ARRIVALS:**

**If you arrive after 9:30am**, you will need to call ahead to the Creekside Receptionist – **Phone 810-7700**. At the Woodridge Drive entrance, you will be greeted by a Summit staff member, wearing appropriate PPE, who will ask pre-screening questions. If you fail the screening you must take your child home. Please roll down your back window as you pull into a parking space. The staff member will take your child's temperature, through the back window. **If your child's temperature is 100 degrees or above**, we will ask you to park your car in an assigned parking spot. Five minutes later, your child's temperature will be taken again. **If it continues to register at 100 degrees or above**, we will ask you to take your child back home. They will not be allowed to depart from the vehicle.

## Parent pick-up:

**PLEASE READ, AS CHANGES ARE INCLUDED:** Pick-up time is between 2:40pm – 3:00pm

Parent pick-up will be located off our **Woodridge Drive** entrance. Please note, we will **NOT** be bringing students through our main entrance off Creekside Drive. Parents will **NOT** be allowed into the building for health and safety reasons.

- If you have alerted us that you will be picking up your child, please find included a car transportation number. This number has been exclusively assigned to your child. This number should be placed, **visibly**, in your windshield for easy identification for our car staff.
- As you enter from Woodridge Drive Road, please turn right into our parking lot and park in a parent parking space.
- You will be greeted by a Summit staff member who will be escorting your child out of the building. **PLEASE HAVE ID READY TO SHOW THE STAFF MEMBER.** We ask that you take your child from the staff member and place them in your vehicle with appropriate buckling. If you are allowing other family members/friends to pick up your child, you will be required to register their name as well as have a transportation sign for their car. **THEY WILL ALSO BE REQUIRED TO SHOW THEIR ID TO A STAFF MEMBER. NO CHILD WILL BE RELEASED WITHOUT APPROPRIATE ID OR TRANSPORTATION SIGN.**
- If your child is having behavioral issues, within the school, we will have assigned parking spots for you to park.

Thank you for your understanding and patience as we work through transportation procedures.

