Good Afternoon Parents of CDC 4,

Due to the current pandemic, ICEC will not be allowing parents to drop off children at their CDC rooms. Drop off for CDC 4 will occur at Door 3 during 'Rush Hour" and the Lobby area of ICEC during all other times. Naturally this will be a change for everyone, so we encourage you to give yourself some extra time at the start of the school year until everyone is comfortable with the process.

For the hours between **8-8:45 & 3:25-4 (we will deem this 'Rush Hour') drop off and pick up will be done via Door 3 (Portico Doors)**. Drop off and pick up between the hours of **8:45 and 3:25 should be done through Entrance 2 (the main entrance to ICEC)**. Diagrams for both scenarios are depicted below.

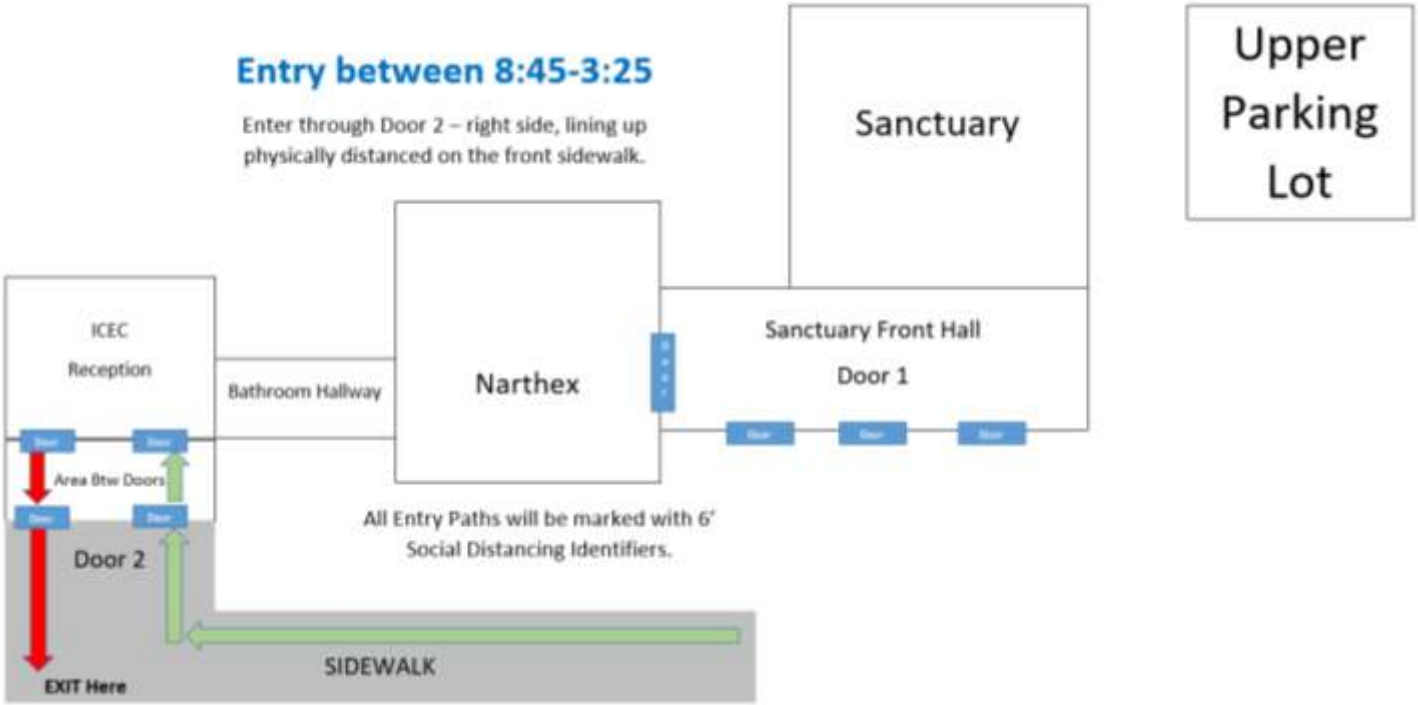
Drive Up Drop off / Pick Up Guidelines for Rush Hour (8-8:45,3:25-4)

- Student will be driven up to the portico entrance using either entrance off of W. Ingomar Road.
- Everyone is to remain in their car until the child is asked to exit by a staff member.
- Masks must be worn at all times
- CDC4 Children with younger siblings will follow their siblings drop off pick up procedure.

Drive Up Drop off / Pick Up Guidelines during Non-Rush Hour (8:45-3:25)

- Parking
  - You must park your car in the upper lot next to the sanctuary
  - Handicapped persons will be allowed to park in handicapped parking in front of the school, but MUST have a handicapped indicator on their car.
- Masks must be worn at all times
- Only children attending ICEC and one adult allowed. (If a family has children who do not attend ICEC and they are not comfortable leaving the child in the car, please contact Liz at lpultorak@ingomarchurch.org and arrangements will be made.)

- Physical distancing will be enforced and guided through markings on the floor / sidewalk in the waiting areas.
- Only 1 family at a time will be allowed in the lobby area
- Please exit only through doors defined.



Procedures

- Upon arrival our check-in staff will do a visual assessment before allowing your child into ICEC. You will be asked a series of yes/no questions regarding symptoms and travel. Your child will get their temperature taken and logged. If it is below 100.4F, our runner will take your child to his/her classroom.
- An ICEC employee will escort your child to their CDC classroom.