

Dear HS/ EHS Families,

We are so excited to be re-opening Wed. June 17, 2020! As part of our COVID-19 response and protocols to ensure children, family, and staff safety, we have implemented the following procedures for Drop off and Pick Up.

To ensure this process moves as quickly as possible and to limit contact, we have implemented designated traffic patterns and staggered drop off and pick up times as indicated below. We understand that this process may take longer than usual and may result in longer lines. However, we ask that you remain patient and understand that we will continually evaluate our process and do our best to improve efficiency as we go.

- **Drop Off Procedure:** UAMS HS/EHS staff will be in the parking lot to complete daily health checks including COVID-19 Health Screenings and temperature check for your child. Upon completion of the daily health check and COVID-19 Screening a UAMS employee will escort your child in the building to wash their hands and then to class.
- **Pick Up:** UAMS HS/EHS will provide a paper with your child's name and classroom that must be displayed in your windshield during pick up. When you arrive, a UAMS HS/EHS employee will call your child's classroom. A UAMS HS/EHS employee will escort your child to your vehicle. You will sign your child out for the day. We will ask you to get out of your car to buckle your child's car seat / seat belt.
- **Attendance:** On your first day, you will be asked to complete an Authorized Sign in Representative Form. This will give permission for a UAMS employee to complete the daily sign in and sign out on your behalf. Daily sign in will occur at your vehicle after the daily health check and COVID-19 screening has been completed. Daily Sign-Out will be completed at your vehicle in your presence at time of pick up.

UAMS Head Start Traffic Pattern
Staggered Drop-Off/Pick-Up Schedule

We strongly encourage you to drop-off and pick-up during your designated time frame. Children will not be accepted for the day after the last designated drop-off time at each site

Pulaski Tech Head Start

Traffic Pattern

1st Floor – Rooms 1, 3, & 5

- Enter from Kanis Rd
- Drop off at 1st floor West Entrance
- Exit on to Kanis Park

2nd Floor – Rooms 6, 8, & 10

- Enter from Kanis Park
- Drop off at 2nd Floor Entrance (Main Door)
- Exit on to Kanis Rd.

Pulaski Tech Head Start Staggered Drop-Off/ Pick-Up Times – Monday to Thursday

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 & 6	7:50-8:05	1 & 6	2:00 – 2:20
3 & 8	8:05 – 8:20	3 & 8	2:20-2:40
5 & 10	8:20-8:35	5 & 10	2:40-3:00

Pulaski Tech Head Start Staggered Drop-Off /Pick-Up Time - **Friday**

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 & 6	7:50-8:05	1 & 6	12:00 – 12:20
3 & 8	8:05 – 8:20	3 & 8	12:20-12:40
5 & 10	8:20-8:35	5 & 10	12:40-1:00

Southwest Head Start

Traffic Pattern

- Enter from W. 57th Street
- Drop off at Main Entrance
- Exit on to Geyer Springs Rd

Southwest Head Start Staggered Drop-Off/ Pick-Up Times – Monday to Thursday

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 & 2	7:50-8:05	1 & 2	2:00 – 2:20
5 & 6	8:05 – 8:20	5 & 6	2:20-2:40
7 & 8	8:20-8:35	7 & 8	2:40-3:00

Southwest Head Start Staggered Drop-Off /Pick-Up Time - **Friday**

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 & 2	7:50-8:05	1 & 2	12:00 – 12:20
5 & 6	8:05 – 8:20	5 & 6	12:20-12:40
7 & 8	8:20-8:35	7 & 8	12:40-1:00

St. Augustine EHS

Traffic Pattern

- Enter from Smothers turn Left on 2nd Street
- Line Up along the Right Sidewalk (Staff will instruct you where to pull up to)
- Exit on N. Clark Street

St. Augustine EHS Staggered Drop-Off/ Pick-Up Times – Monday to Thursday

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 & 2	7:20-7:35	1 & 2	2:00 – 2:15
3	7:35 – 7:50	3	2:15-2:30

St. Augustine EHS Staggered Drop-Off /Pick-Up Time - **Friday**

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 & 2	7:20-7:35	1 & 2	12:00-12:15
3	7:35 – 7:50	3	12:15-12:30

MCH EHS

Traffic Pattern

Baby Cottage: Room 1 & 2

- Enter from Filmore Street Through Gate
- Line up in back parking lot
- Exit out gate on to Filmore Street

Big Building – Rooms 3, 7, 8 & 9

- Enter from Filmore Street Through Gate
- Drop-Off Main Entrance of Building
- Exit out gate on to Filmore Street

MCH EHS Staggered Drop-Off/ Pick-Up Times – Monday to Thursday

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 , 2, 3, 7	7:20-7:35	1 , 2, 3, 7	2:00 – 2:15
8 & 9	7:35 – 7:50	8 & 9	2:15-2:30

MCH EHS Staggered Drop-Off /Pick-Up Time - Friday

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 , 2, 3, 7	7:20-7:35	1 , 2, 3, 7	12:00-12:15
8 & 9	7:35 – 7:50	8 & 9	12:15-12:30

FDC EHS

Traffic Pattern

- Enter from 12th Street
- Drop-Off at Main Door
- Exit behind playground on to Woodrow

FDC EHS Staggered Drop-Off/ Pick-Up Times – Monday to Thursday

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 & 2	7:20-7:35	1 & 2	2:00 – 2:15
3	7:35 – 7:50	3	2:15-2:30

FDC EHS Staggered Drop-Off /Pick-Up Time - Friday

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 & 2	7:20-7:35	1 & 2	12:00-12:15
3	7:35 – 7:50	3	12:15-12:30

Kennedy EHS

Traffic Pattern

- Enter from 65th and make a Loop
- Drop-Off at Main Door
- Exit on to 65th

Kennedy EHS Staggered Drop-Off/ Pick-Up Times – Monday to Thursday

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1	7:20-7:35	1	2:00 – 2:15
2	7:35 – 7:50	2	2:15-2:30

Kennedy EHS Staggered Drop-Off /Pick-Up Time - Friday

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1	7:20-7:35	1	12:00-12:15
2	7:35 – 7:50	2	12:15-12:30

Chicot EHS

Traffic Pattern

- Enter from Depriest Street into parking lot
- Make a U-Turn as if you are leaving the parking lot
- Exit on to Depriest Street

Chicot EHS Staggered Drop-Off/ Pick-Up Times – Monday to Thursday

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 , 2, 3	7:20-7:40	1 , 2, 3	1:55 – 2:15
4, 5	7:40 – 7:55	4, 5	2:15-2:30

Chicot Staggered Drop-Off /Pick-Up Time - Friday

Classroom	Drop- Off Time	Classroom	Pick-Up Time
1 , 2, 3	7:20-7:40	1 , 2, 3	11:55-12:15
4, 5	7:40 – 7:55	4, 5	12:15-12:30