



Conrad ELC STUDENT DROP-OFF & PICK-UP PROCEDURES 2020-21

ALL PRESCHOOL students **MUST** be signed in/out by a parent, guardian, or emergency contact per CDHS (Colorado Department of Human Services) guidelines. Conrad introduced an online form to reduce contact with paper forms.

**10605 Jimmy Camp Rd.
Fountain, CO
719-304-3500**

**Tuesdays-Fridays
8:15-11:15 am
12:15-3:15 pm**

Student Drop-off at 8:15 am & 12:15 pm

Student Pick-up at 11:15 am & 3:15 pm

1. Parent arrives at Pick-up or Drop-off location
2. While waiting in line, parent:
 - Scans the **QR CODE** form
 - OR
 - Opens the form **BOOKMARK** on her/his phone.
3. Parent completes & submits the form & pauses at the **CONFIRMATION SCREEN**.
4. Parent **SHOWS THE TEACHER** the **CONFIRMATION SCREEN** when the parent reaches the front of the line.

BUS STUDENTS:

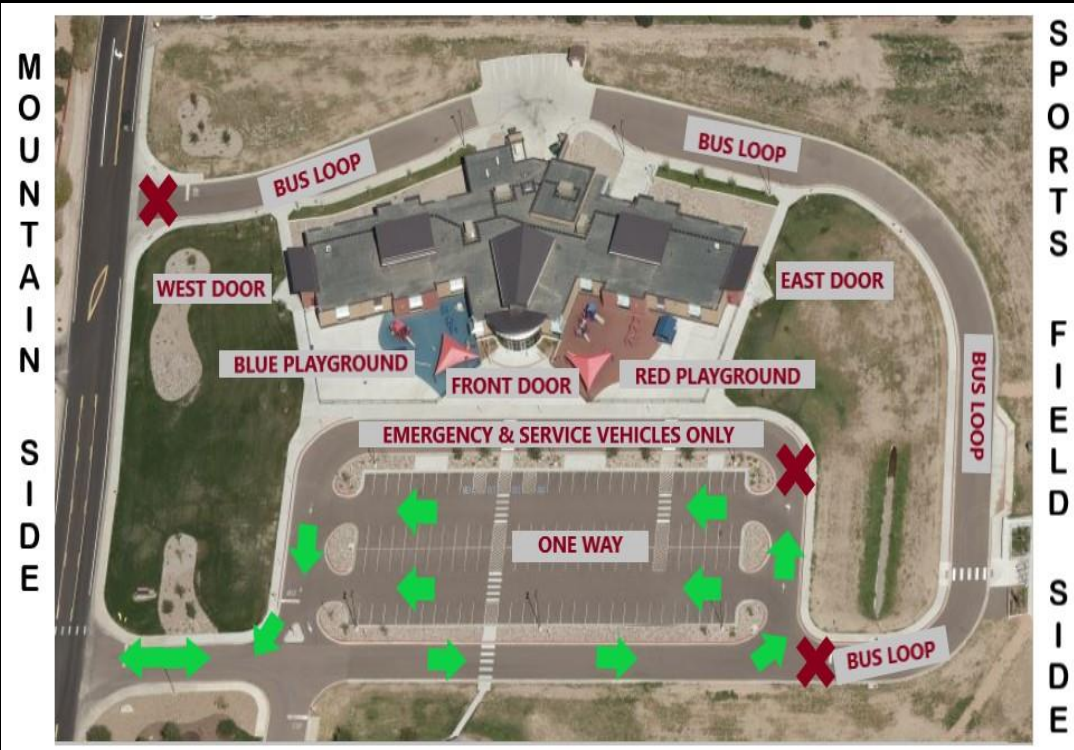
Students arriving or departing on the **BUS** will **NOT** need a QR code form completed.

The teacher will complete a separate form for bus students.

Tardy & Reverse Tardy students must go to the Front Office

HINTS

- Bring your **SMART PHONE** to the line to complete the process.
- Enable the **QR READER** in your phone's settings or download a free QR reader from the App store.
- **BOOKMARK** the teacher's QR code into your phone to save time each day. Links are available online at www.ffc8.org/Conrad -> select the QR code image -> Select the Teacher's name
- **EMERGENCY CONTACTS** complete the QR code form & provide ID.



TEACHER	Drop-off 8:15 & 12:15	Pick-up 11:15 & 3:15	Weather Location
Miss Ally	West Door Mountain side	Blue Playground West Mountainside	West Door Mountain side
Mrs. Cox	West Door Mountain side	West Door Mountain side	
Mrs. Dee	Red Playground East Sports Field Side	South Door Front	South Door Front
Mrs. Gasser	East Door Sports Field Side	East Door Sports Field Side	
Mrs. Kayla	East Door Sports Field Side	Red Playground East Sports Field Side	East Door Sports Field Side
Mrs. Nauert	East Door Sports Field Side	East Door Sports Field Side	
Mrs. Quiana	South Door Front	South Door Front	
Mrs. Rangel	Blue Playground West Mountainside	West Door Mountain side	West Door Mountain side
Miss Tico	South Door Front	South Door Front	

ALL ADULTS MUST:

- Remain outside
 - Wear a mask or face shield
 - Practice social distancing
 - Supervise your children
 - Dress for the weather
 - Please plan ahead.
 - Do NOT drive in the bus loop
 - Do NOT drive past the orange cones into the Emergency & Service Vehicles only zone
 - Do NOT leave children unattended in vehicles
- There will be NO restroom access.