



### **CONLEY AND MACKEBEN DROP OFF AND PICK UP PROCEDURES**

\*ALL Conley and Mackeben students will be dropped off and picked up at Mackeben. At this time, the program will be held at Mackeben.

Call the school site phone upon arrival. (847) 514-2894

#### **Drop Off - Curbside**

1. Parents shall pull up to the eastern most access road (near cafeteria) that is closest to Square Barn Rd. (Note this is not the main parking lot, but the next entrance east of this). Proceed to Door #5. Please be vigilant of other service vehicles that may be in the vicinity and do not block their access. Drops offs should occur no later than 8:05 AM, otherwise, please go to car rider line at school.
2. Staff will greet you at your vehicle and check-in your child
3. Should you wish to speak with the staff, please stay in your vehicle, call the direct phone number to have them come to speak with you. Please wear a mask during the conversation.

#### **Pick-up - Curbside**

1. Parents shall pull up to the same entrance, Door #5 on the eastern access road (cafeteria)
2. Staff will greet you at your car, confirm your identify, and check out your child.
3. On days with inclement weather, please be prepared to walk in and pick up.
4. Please have a photo ID ready and make sure your Pickup List is up to date in ePACT.

### **CHESAK AND MARTIN DROP OFF AND PICK UP PROCEDURES**

(These schools are not combined; they only share the door off and pick up procedures)

#### **Drop off- Walk in**

Please walk your child into the building and drop off with a staff member. Staff will be located in the cafeteria. If they are not in the cafeteria, they will leave a sign to indicate where they have moved to.

#### **Pick up- Walk in**

Please come into the building to pick up your child from staff. Make sure a staff member is aware you are leaving with your child and have them checked out. Staff will be located in the cafeteria. If they are not in the cafeteria, they will leave a sign to indicate where they have moved to.

Please have a photo ID ready and make sure your Pickup List is up to date in ePACT.

## **LEGGEE DROP OFF AND PICK UP PROCEDURES**

Call the school site phone upon arrival. (847) 514-2894

### **Drop Off**

1. Parents shall pull up to the main entrance of Leggee Elementary.
2. Staff will greet you at your vehicle and check-in your child.
3. Should you wish to speak with the staff, please stay in your vehicle, indicate that you need to speak with a staff person and wear a mask during the conversation.

### **Pick-up**

1. Parents shall pull up to main entrance.
2. Staff will greet you at your car, confirm your identify, and check out your child.
3. Observe the information above about inclement weather days.

Please have a photo ID ready and make sure your Pickup List is up to date in ePACT.