

Drop Off Procedure for Therapy Only Students

1. Upon arrival for the student's scheduled therapy time (at least 10 minutes early) the parent/caregiver is to pull up outside of their designated door (either bussing or main entrance) and then call the front desk (901-8700 – dial "0" for the operator).
2. The receptionist will alert the classroom staff and the nurse that the student has arrived
3. The nurse and classroom staff will meet the student at their car to take the student's temperature, ensure they have completed the health screening requirements and walk with the student into the building.
4. The classroom staff will bring the student to the therapist determined location and wait for the therapist to take the student
5. The first treating therapist will ensure that student makes it to their next therapy (whether in the same space or a different location) and that therapist will then ensure that the student makes it to their last therapy (if applicable).
6. Once a student is completed with their therapies a classroom staff member (they should head to the therapist determined location at least 5 minutes prior to the ending of the student's last session) will deliver the student back to the family's vehicle

Note: If a therapist is going to be absent on a day they are supposed to see a therapy only student they are responsible for calling the family to let them know that information and coordinating with the other therapists. If they call in sick and are unable to notify the family then the department head will contact the family and let them know.