Updated Policies due to COVID-19 Drives:

We have had to make changes to our driving routine. Obviously, this wasn't something we had planned on but with patience and understanding we will get through this together!

Drives: Lisa handles all scheduling of students (classroom and drives). Please understand that this process takes time! We understand everyone wants to get done ASAP, but this will take time! We also only have 6 instructors driving. BE PATIENT!

This could possibly change again based on Governor/ Government Orders.

* We will take only 1 student in the car at a time. This allows us to maintain social distancing and disinfect the vehicle after each use.
	+ This means we will be requiring students to meet at our office for both pick-up and drop-off. This is the only way to comply with state mandates to operate.
	+ Willard and Shelby students: you will meet at either Willard High School or Shelby High School, this will be discussed when you schedule.
	+ If you are unable to comply, we will have to postpone your drives. We understand this is a burden to working parents, but we must follow guidelines.
	+ Please contact Lisa if you have any questions! She may have some solutions to help!
* *We are still required to give 2 hours’ notice in advance if you plan on missing/canceling a drive. This is a $30.00 fee, you will not be rescheduled until it is paid, and you go to the bottom of the list (this has always been our policy).*
* YOU MAY NOT ATTEND THE DRIVE IF YOU ARE SICK, THE INSTRUCTOR WILL NOT LET YOU DRIVE!
* REMEMBER YOU MUST HAVE YOUR PERMIT WITH YOU FOR THE DRIVE! CHECK INFORMATION PROVIDED ABOUT EXPIRED PERMITS, IF APPLICABLE!
* Students must wear a mask!

***DO NOT JUST DROP YOUR CHILD OFF AND LEAVE! THIS IS CAUSING MAJOR PROBLEM!***

 -OPTION A- **If our office is closed, please wait in your car for the instructor to be ready for you. Parents do not leave until you know for sure your child’s instructor is here! If you are arriving early, your child’s instructor could still be out with another student…please wait!**

- OPTION B- ***Entering the Building (during open hours, check the sign by the door):***

* Students may enter through the main office doors and wait for the instructor if our office sign says OPEN!
	+ **Please arrive 10 minutes prior to your scheduled start time**. You may wait in your car or come into the office side (if it is open).
	+ If entering the building, they will need to sanitize their hands. Please sit in a seat and wait for your instructor to get you.

\*\* Students MUST BE PICKED UP ON TIME. Please arrive 10 minutes prior to your scheduled end time. Instructors will not have time to sit and wait for a parent! They need to start their next lesson! Late pickups will result in fees!

THANK YOU for your continued support during this difficult time. We understand there are a lot of changes and requirements but please understand, as always, safety is our number one priority! We want to minimize the chance of exposure to all by following state orders! We are working as best as we can to accommodate all our student's needs.