



## DROP-OFF AND PICK-UP PROCEDURE

In order to make student drop-off and pick-up as safe and efficient as possible, please observe the following expectations:

### **Drop Off**

- The school building and office opens at 8:00 a.m. All classes begin promptly at 8:10 a.m.
- We do not offer before school care. You may bring your student to the cafeteria starting at 7:45 a.m. where they are welcome to wait until 8:00 a.m. A staff member supervises the cafeteria during this time period.
- At 8:00 students can enter from the south or front doors.
  - Students getting dropped off in the car line should enter the south doors.
  - Students whose parents park to drop them off up front, or parents who park and walk their child to class, must park in the front and enter through the front doors.
  - **All students should be in classrooms and ready to learn at 8:10**

### **Dismissal**

School is dismissed at the following times:

<u>Dismissal</u>	<u>Mon-Thurs.</u>	<u>Friday</u>
<b>K-2nd</b>	<b>3:00 p.m.</b>	<b>11:45 a.m.</b>
<b>3rd-8th</b>	<b>3:15 p.m.</b>	<b>12:00 p.m.</b>

- Students must be picked up within 15 minutes of dismissal time.
- Parents of KG-2nd grade students please park and pick up your child(ren) at the exterior classroom door. Because classes are in session for remaining students, we ask that you not enter the building unless you have school business during this time.

\*\* K-2 students with siblings in grades 3-8 will join their oldest sibling in their classroom.

**Parking:** Parking for KG-2nd grade parents is directly in front of the school. Staff parks in the gravel area south of the building closest to the fire station or at the north side of the building near the gym. Grades 3-8 are asked to follow the car pick-up line procedures at the south end of the school unless you have school business during this time which requires you to enter the building.

**Car Line Policy:**

- Use the driveway at the south end of the building (see diagram above).
- **PLEASE DO NOT PARK IN THE DRIVEWAY OR LEAVE YOUR CAR UNATTENDED.**
- Pull forward as far as you can and continue to move forward as the line moves.
- Students will be dismissed by their teachers as the car line moves forward.
- **The center car lane is an exit line only once parents have their child.**

**SAFETY**

The pick-up and drop-off time can be the most stressful 10 minutes of the day. Nothing we do is more important than keeping ALL our kids safe. Please ensure you are overcautious and focused on student safety during this time.

\*Cell phone use is prohibited in the car line. Your full attention is required to move through the car line safely and quickly.\*

\*Follow the directions of the traffic monitors and **WATCH FOR CHILDREN WHO ARE CROSSING AND LOADING INTO VEHICLES as you move through the driveway.\***

\*If you choose to park and walk your child to the designated entry doors, please plan to park in front of the building and not in the drive-through area. To maintain social distancing, we ask parents not to enter the building unless they have school business to complete.\*