



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:

1. The school building and office opens at 8:00 a.m. All classes begin promptly at 8:10 a.m.
2. 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.

3. School is dismissed at the following times:

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



4. Students must be picked up within 15 minutes of dismissal time.
5. 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.
6. **Parking:** Parking for KG-2ndnd 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. All other grades 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.
7. **Car Line Policy:** Use the driveway at the south end of the building. **PLEASE DO NOT PARK IN THE DRIVEWAY OR LEAVE YOUR CAR UNATTENDED.** Proceed 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.**
8. Cell phone use is prohibited in the car line. Your full attention is required to move through the car line safely and quickly.
9. Follow the directions of the traffic monitors and **WATCH FOR CHILDREN WHO ARE CROSSING AND LOADING INTO VEHICLES** as you move through the driveway.
10. If you choose to park and walk your child to/from the classroom, please plan to park in front of the building and not in the drive-through area, at the fire station or other undesignated areas.

Staff is actively supervising the parking lot at dismissal. Conversations/conferences should be avoided while staff is on duty until after all students are picked up. Thank you!