Parent Drop–Off & Pick-Up Procedures

PARENT DROP-OFF and PICK-UP PROCEDURES

Dear Parent(s)/Guardian(s)who drop off/pick up their child(ren),

This letter will give you information about Parent Drop-off and Pick-up Procedures. Due to the extremely high volume of students who are dropped off and picked up each day (approximately 90-100 students and vehicles), we want to inform all parent(s)/guardian(s) at the beginning of the year of our procedures.

Student safety is our #1 concern. Therefore, we ask you to do the following things:

Morning Drop-Off

Please pull forward as far as you can, next to the curb. There are staff members helping guide you as to where to pull up. THANK YOU for having your child(ren) *wait* before exiting your vehicle until your vehicle is stopped between the two "drop off/pick up signs." This has helped stop the congestion that took place at the back of the line last year. Your child's safety is also ensured when you have your child(ren) exit the vehicle on the right side (curb side) only. For those of you parking, THANK YOU for walking your child at the crosswalk only!

Afternoon Pick-Up

At 3:35, park your vehicle in the parking lot and come inside the vestibule. The doors are opened at approximately 3:37, at which time you may pick up your child. They will be seated with their grade level in the lunch room area. The exception to this would be for siblings. Younger siblings will sit with their older siblings. Please check out your child at that line. **You will need to sign out your student with the staff member assigned to the line.**

***Please note, if you have a small baby (non-walker) in a car seat and would like to pick up a yellow pass, you may do so in the office. If your child has a yellow pass, you may park, at the curb and your child will be dismissed by the teacher when s/he sees your vehicle. Your child will come out to meet you at the curb. We ask that you pull up along the curb so that the teachers and students can see you from the window. **You must have a yellow pass in your vehicle to park at the curb.**

As always, there will be smiling staff members to ensure your child's safety. Together with the staff, parents and students, we can continue to implement this procedure effectively. We thank you for helping us, and for your patience as we continue to integrate these procedures!