

DROP-OFF/PICK-UP PROCEDURES

LOCATIONS

All picking-up and dropping-off of students is to be done in the drive-way circle. K-5 students planning to go home with another carpool should bring a note to their teacher indicating their pickup change for that day. Please make every effort to make these arrangements prior to the school day to minimize interruptions to classrooms.

Pick-up and Drop-off REMINDERS – If everyone follows these guidelines, we can all enjoy a smoother and quicker departure from school. As you can imagine, this is a hectic time for our staff and the children's safety is paramount. Your help and consideration are very much appreciated.

Drop-off and Pick-up Procedures:

- Pull up in the right lane **as far forward as you can**. Please do not drop off/pick-up in the first part of the circle as it forces back up onto the street. Drop-Off and Pick-up only in the circle.
- Use the inside (left) lane only for exiting after you Drop-Off or Pick-up.
- If you pick-up 6th-8th graders, do not arrive until 3:15p.m.
- At pick-up, you will be asked to continue to move forward until your student arrives.
- If you reach the Pick-Up area and your rider(s) is/are not ready, you will be asked to return to the car line by moving into the inside lane and re-entering the circle in the right lane.
- Do not leave your car. There are adults on duty to help with doors if needed.
- NO CELL PHONES – Please!