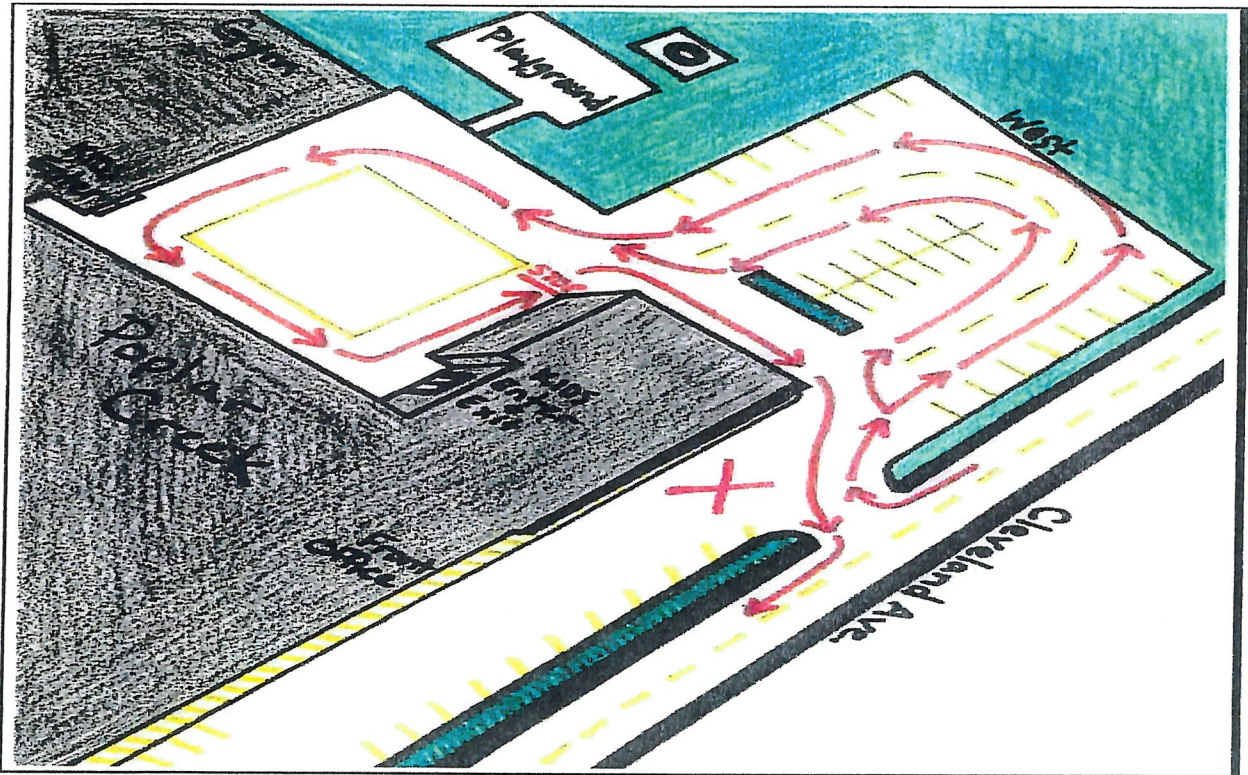


Student Drop-Off and Pick-Up Procedures



- The West Entrance is for dropping off and picking up students. **You must enter the parking lot from Cleveland Ave with a right turn and exit with a right turn.** The East Entrance is for busses only.
- Please form **two lines** of cars throughout the parking area (there is a yellow dotted line to assist drivers) **Zipper merge into one single car line** when entering the lower playground
- Please **pull all the way around and past the cafeteria doors** when it is your turn so that more vehicles can pull up behind you.
- There will be staff members **on duty from 8:35-8:50 am** at the student drop-off site. For safety, **children should remain inside the vehicle** until staff comes on duty at 8:35 am. At 8:35 am, staff members will help open doors to vehicles when needed. **Parents should not get out of their vehicles to say goodbye.** This holds up the line. **Please have all of your student's backpacks and other items ready to go so they can exit quickly.**
- **For a safe and smooth pick-up and drop-off, students should be able to buckle and unbuckle their own seatbelts.**
- In the morning, 10-12 vehicles can unload at one time as students can enter the building through the gym or cafeteria doors.
- **The school doors are closed promptly at 8:50 am.** After this time your child is tardy, and you must sign them in at the office.
- **For pick-up, please have your car tag with student name and number visible** in the driver's side window when our staff member is taking names and move it to the passenger's side window when getting close to the cafeteria doors. If you are the first few in line you can just put it in the passenger's side window.
- **Parents should be in their cars ready to go at dismissal time.** Staff members will come outside at **3:50 pm** to help students get into their cars if necessary.
- In the afternoon, 4-6 vehicles can load at one time as students will only exit the building from the cafeteria doors