

Bus Procedures

Both the morning drop off and afternoon pick up of bus riders will be at the **west side** of the building. Bus riders will be dismissed to their designated bus lines at 3:10 p.m. each day.

If your child needs picked up at the end of the day rather than getting on his/her assigned bus, those requests need to be in writing or called in to the office by not later than 2:30 p.m.

Remember, there will not be bus passes and students must have a consistent pick up drop/off point.

Car Drop Off and Pick Up Procedures

MORNING DROP OFF PROCEDURES

In the morning, please pull over to the curb just beyond the front entrance, **let your child out on the curb side of the car**, and then proceed down the lane. **Please do not leave your car parked along the curb** or take too much time at the curb. There are staff members to assist to keep the line moving.

If you need more time, please park in the parking lot and escort your child to the crosswalk point. If you need to enter the building, **all parents and/or guests must enter the front office and sign in with the office staff**. In the morning, you should drop your child off no earlier than 8:15 a.m.

AFTER SCHOOL CAR PICKUP PROCEDURES

Car riders are dismissed from their classrooms at 3:07 p.m. They gather at the front entrance by grade level and then are escorted outside to the pick-up area. Dismissal will be most efficient and safe if everyone will stay in the traffic flow line. Please be on time for pickup.

If you are picking up your child after school, please pull up to the curb along the front entrance to the elementary building. If the designated curb-side loading area is already filled with cars, please turn left into the lot and circle around and get in the pick-up line. (Please see diagram 1- Curbside Pick-up Traffic Flow). Please do not block the entrance to the lot while in the pick-up line but wait to until you have room to pull up completely to the curb.

Please be attentive to the staff members who are there to assist your child and guide you. When the first group of cars is parked, the students who 'belong' to those cars will be released. All students should load from curbside. Do not exit your vehicle while in the curbside pick-up.

Please do not park your car in the along the curb and come in to get your child. You may park in the lot and come check out your child. **Do not motion your child to come to you but walk to the staff member with the check-out list.** For the safety of all, we will only be crossing the pick-up line via the marked crosswalk.

To match student with the correct car **parents will receive a color-coded number card to be placed on the front, right-side dash board so the card may be easily visible by school staff.** The children will receive a matching color-coded number card (can be placed on their backpack) that can be readily matched with the parent's.

After the first group of cars is loaded and moved on, the next group of cars will be signaled to enter as a group. When that group is all stopped, then the process will be repeated. Please be patient and wait for the car to load in front of you. It may be tempting to pull out and around, but only do so if instructed by a staff member.

The person who is picking up the student must be an adult/guardian or a person 18 years old or over who is listed on your emergency form. Do not send in students or other parents to pick up your child. If another person is picking up your child (not on the emergency card), there must be a parent note sent in that morning which the child has given to the teacher granting permission for that pick-up change. We will ask for photo identification. Failure to produce proper identification, when requested, will result in your child not being permitted to leave.

Thank you for your patience and for following these guidelines to keep all of our students safe!

Diagram 1
Curbside Pick-up
Traffic Flow

