

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 8:20 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 turn left into the parking lot and circle around the outside of the lot and get in the pick-up line. Please pull up to the curb in front of the school. A staff member will be around to ask the child's name you are picking up in order for the staff to liune the students up in car order.

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.

After the first group of cars is loaded and moved on, the next group of cars will be signaled to enter the loading zone. Students will wait to be dismissed to load in the cars in the loading zone. 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.

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

Diagram 1
Curbside Pick-up
Traffic Flow

