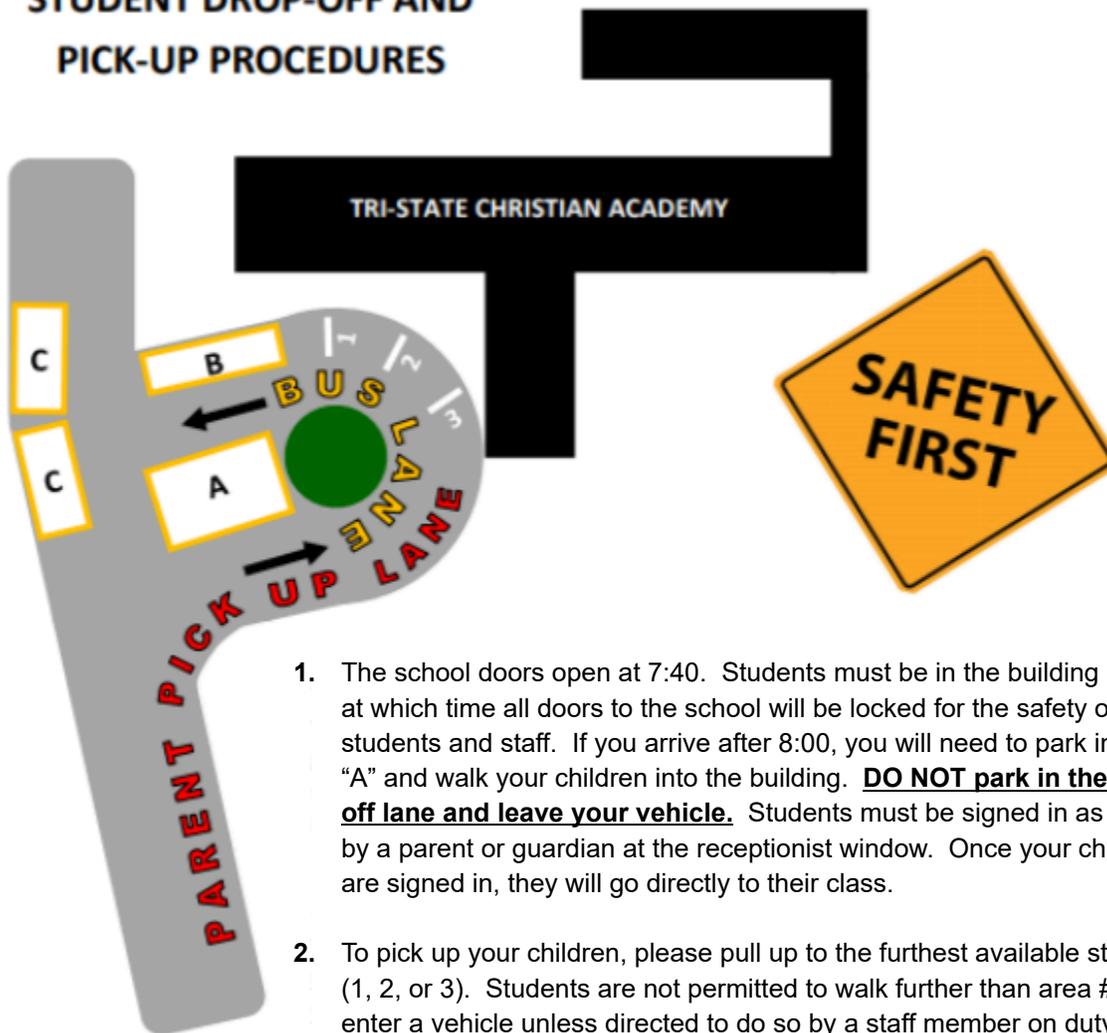


STUDENT DROP-OFF AND PICK-UP PROCEDURES



1. The school doors open at 7:40. Students must be in the building by 8:00 at which time all doors to the school will be locked for the safety of our students and staff. If you arrive after 8:00, you will need to park in area "A" and walk your children into the building. **DO NOT park in the drop off lane and leave your vehicle.** Students must be signed in as "tardy" by a parent or guardian at the receptionist window. Once your children are signed in, they will go directly to their class.
2. To pick up your children, please pull up to the furthest available stop bar (1, 2, or 3). Students are not permitted to walk further than area #3 to enter a vehicle unless directed to do so by a staff member on duty.
3. If your children seem to be delayed coming out of the building, you may be asked to pull ahead to area "B" to wait for them there.
4. **PLEASE REMAIN IN THE LINE AND WAIT FOR THE CAR(S) IN FRONT OF YOU TO PULL AWAY.** This is important for the safety of our students and to prevent accidents. Please be patient. Staff on duty will direct cars to move when it is safe to do so.
5. Dismissal begins at 2:45. If you need to meet with an administrator, please schedule an appointment and wait until dismissal is over.
6. Student drivers who drive their own vehicles to and from school are to park in area "C". They will be dismissed first at the end of the day.