

## **Arrival and Dismissal Procedures**

**For the safety of our children, please follow the procedures and rules below when dropping off and picking up your children from Pre-K:**

**Drop Off Procedures - ALL Students will be dropped off from 7:40 a.m. - 8:00 a.m. at the Gymnasium**

All Pre-K students will be dropped off in the back of the school along the breezeway of the gymnasium. Staff members will be available to receive your child at 7:40 a.m. Please practice unbuckling with your child if they are unable to do this independently. Please enter the drop off line from Barrett Road no earlier than 7:30 a.m. Students will need to exit their car from the driver side of the car once the staff member is on duty to receive the child.

Drop off will begin with two lanes until the painted white line and stop sign. At this point you are entering the designated unloading area which is a single lane. Alternate merging into a single lane and proceed forward slowly. Continue forward slowly until reaching the unloading zones. Please pull all the way to the car in front of you. We try to unload 5-6 vehicles at a time. Make sure the passenger door is unlocked. An adult will open your child's door. Follow the hand signals and instructions of those working the Drop Off Line.

Students will remain in the gymnasium until time to go to their classrooms at 8:00am.

**Afternoon Pick Up Procedures - Begin at 2:25 p.m. from the Gymnasium**

All cars should display the school issued white rear view mirror tag when arriving to pick up their child. Cars that do not have a white rear view mirror tag visible during student dismissal will be asked to park in the front of the school and wait in the front office for student pick up. We will bring the children up to that area after pick up-about 2:45. We will check our records to see that the person is authorized to pick up your child. That adult will need picture ID if we are not familiar with him/her. The white tag identifies that adult as an authorized person to pick up your child. Please understand we are so strict about this policy for the

safety of our students. We do not wish to inconvenience anyone but will always err on the side of safety. Everyone has been given two white rear view mirror tags. If someone else is picking up your child, please plan ahead to give a white tag to them or let them know that they will need to pull to the front of the school and wait in the reception area.

Students will be called to the cars in the afternoon.

From Barrett Road, enter the designated pick-up lanes and proceed forward slowly following the morning procedures. Remain in your vehicle. Make sure the passenger door is unlocked so that the child may enter promptly and safely. Once your child is safely in your vehicle please exit the Pick-Up Line to make room for more cars. (Please work with your child so they can buckle themselves.) If your child needs help buckling please pull forward to the parking lot on your left to help your child. Follow the hand signals and instructions of those working the Pick-Up Line.

It is imperative that all drivers on the school campus are cautious and alert to help ensure the safety of our students. When driving on campus, please refrain from texting and talking on the phone. Politeness and patience is expected from all drivers on our campus. Please do not allow your child to ride in the driver's lap during morning drop off due to safety concerns.

**Early Morning KEEP Room:**

Students may arrive as early as 7:00 a.m. Parents should go to the blue cat door.

**Please plan to walk your child to his/her classroom Monday-Wednesday the first week. We will begin morning drop off Thursday morning. We will begin dismissing from the gym on the first day following the above dismissal routine.**

Thank you