

CAR DROP-OFF PROCEDURES:

We have approximately 300 car riders each morning. Even more cars during inclement weather. The following procedures are in place to help get cars through as quickly and safely as possible. Your support and adherence to these procedures are greatly appreciated!

Please review the map and become familiar with the **Preparation Zone** & the **Drop-off Zone**.

Preparation Zone:

While in this zone students should be preparing to exit the car.

- Book bags packed & zipped and ready to go
- Finish eating breakfast
- Seat belts unbuckled
- Coats, jackets & rain gear should be on prior to exiting the car

Drop-Off Zone:

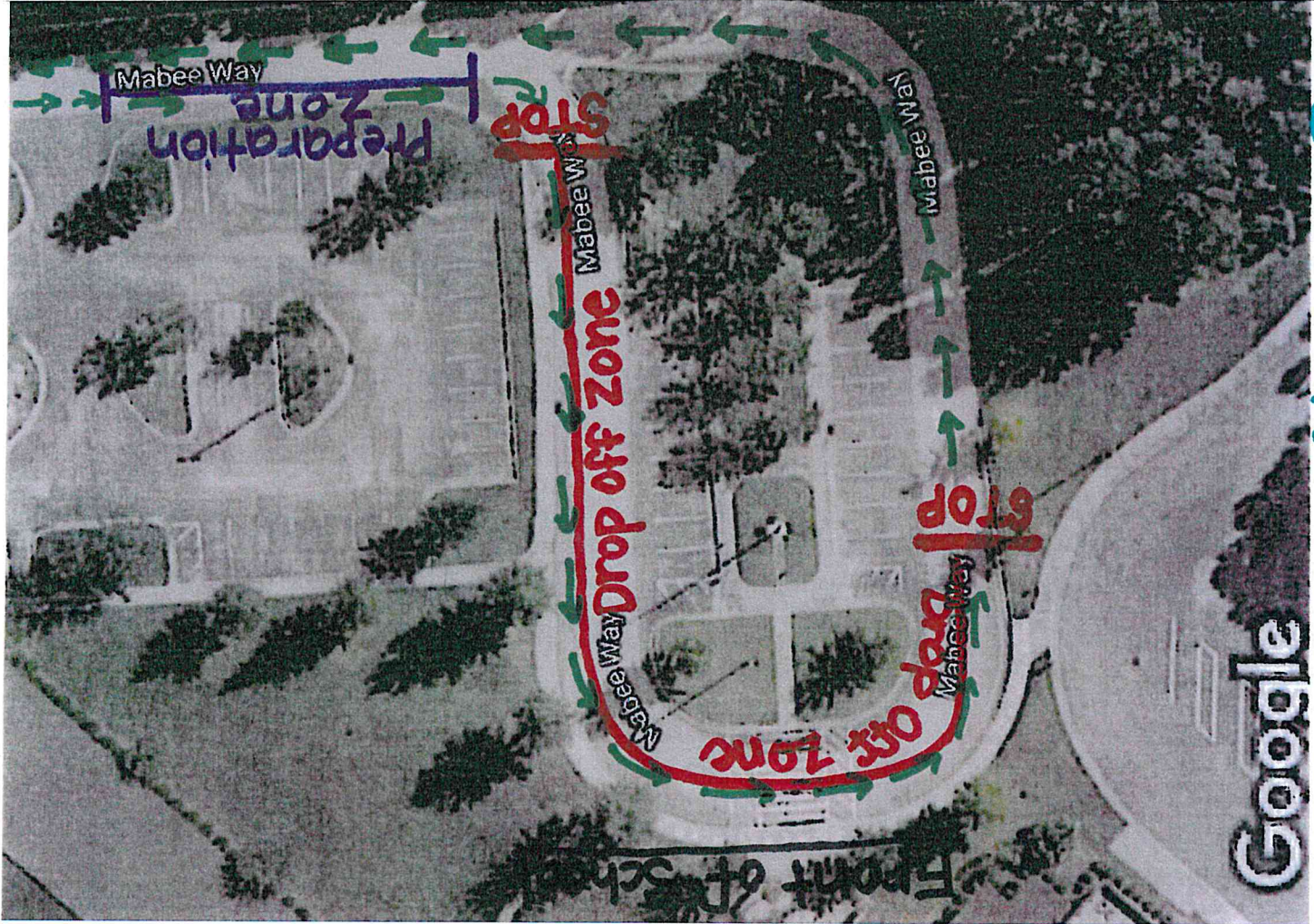
Please do not utilize your cell phone in the Drop-off Zone. For the safety of our students and staff we need your full attention.

- The first car should pull all the way up to the sign indicating Start of Drop-off Zone. The last car in the Drop-off Zone will be next to the sign indicating the End of the Drop-off Zone. There is room for 10-15 cars (depending on the size of the vehicles) in the Drop-off Zone at one time.
- Students should get out of their cars once their car has stopped in the Drop-off Zone. They do not need to wait for a WatchDOGS dad/staff member to open the door. We encourage this independence from our students. However, if you need assistance we will assist.
- Please move with the flow of traffic. Do not wait for your child to walk to the front door. This would help keep the traffic flowing smoothly.
- Please do not leave large gaps between vehicles as this hinders the amount of cars we can get into the Drop-off Zone.
- Do not get out of line and go around other cars. This is NOT SAFE!

Tardy Clarification- The tardy bell rings at 7:45 AM.

- Students in the Drop-off Zone will NOT be considered tardy when the bell rings.
- Students in the Preparation Zone and back will be considered tardy. Parents must park and walk their child into the school and sign them in on the computer system.

NOTE: During severe weather or accidents administration will determine any exceptions for tardiness.



Morning Drop-off Map

CAR PICK-UP PROCEDURES:

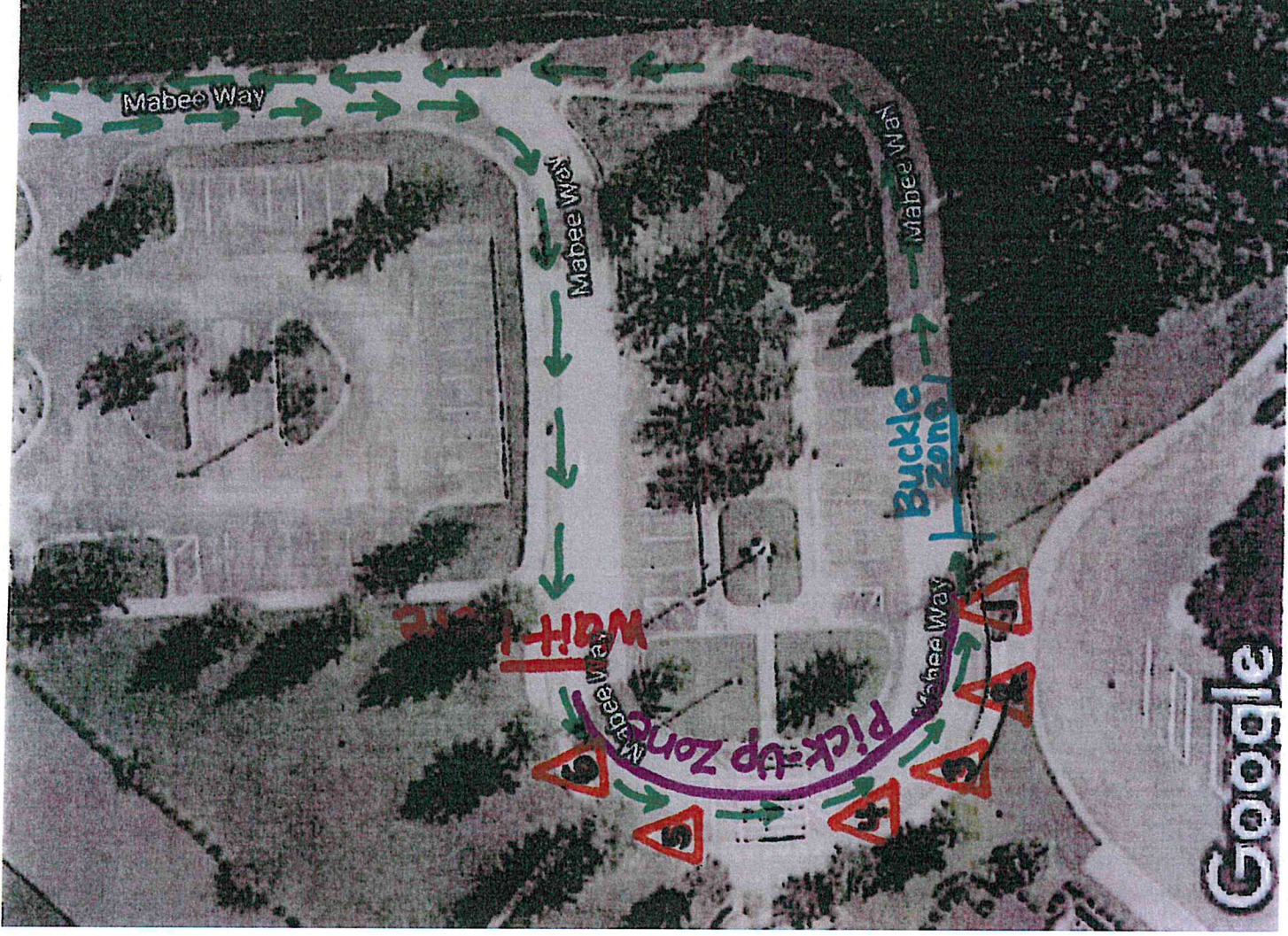
Car students must be picked up by 2:30.

Please do not utilize your cell phone in the Pick-up Zone. For the safety of our students and staff we need your full attention.

- All parents must place the official MES car sign(s) on their car dash board when picking up their child(ren). If you do not have the official MES car sign(s), you will be asked to park and go to the office to get one. Parents cannot make their own car signs. This is for the **safety of our students**. Parents will receive two car signs at open-house. If more are needed, please contact the office.
- Please pull your car up to the corresponding cone number (1-6) at which your child is standing. Please listen for the cone number as your child's name is being called. Only 6 cars are allowed in the **pick-up zone** at a time.
- If your child is not standing at a cone when you are in the **pick-up zone**, please pull up to the **buckle zone** and wait until a staff member delivers your child. This will help keep the car line moving.
- Please leave the student name card on display on your dash or hanging in view in the windshield until your child has been picked up. Staff members use the card to ensure the student gets into the correct car.
- All students will be placed on the passenger side of the vehicle during pick-up. Please do not get out of your car to assist.
- If you should need additional time to secure your child(ren) and/or arrange items in your vehicle, please pull up in the **buckle zone** which is beyond cone 1. This will keep the car line moving.
- You must yield to all pedestrians walking across the crosswalk.
- Do not get out of the car line and pass cars in the car line.

This is NOT SAFE!

Thank you for your cooperation and adherence to these procedures! – MES Staff



Afternoon Pick-Up Map