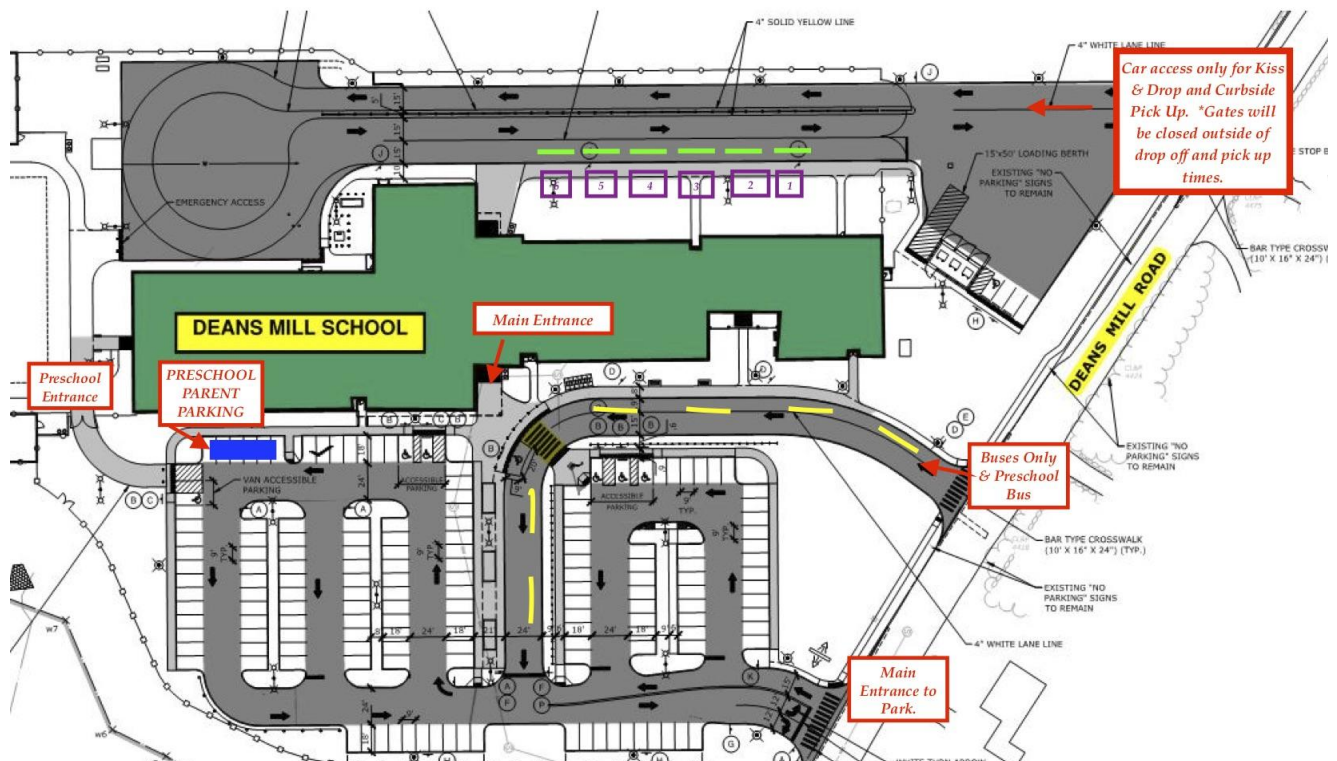


# Deans Mill School Student Kiss & Drop & Curbside Pick Up Procedures 2021 - 2022



## General Information

- **Every** student must submit a [NEW daily dismissal plan](#) on the first day of school. No changes to bus schedules will be allowed to accommodate short term after school programming, religious education drop offs, play dates, etc... For safety purposes the transportation **schedules must be static**.
- Students may not be dropped off for Kiss & Drop before 8:40 AM. If arriving before that time, students must remain in the car until staff are stationed outside and are ready to receive students. Gates will be opened at 8:30 AM.
- Staff will remain outside until 8:55 AM. If there are no staff outside and it is after 8:55 AM, please park and escort your child to the main office doors and ring the buzzer.
  - Transportation changes (between car or bus rider) must be made prior to 12:00 p.m.
  - Anyone picking a student up early from school, must bring a photo ID and be on the student's approved pick-up list and must pick up their child prior to 2:30 PM.
  - Dismissal is at 3:25 p.m. **Please do not arrive before 3:20pm. Students with the last name A-K will be dismissed between 3:20 - 3:30 PM and students with last name L-Z will be dismissed between 3:30 - 3:40 PM.**
- Have a question? Check out our [Frequently Asked Questions](#) Document!

## **Arrival & Dismissal Procedures**

### **Kiss & Drop Procedures (AM)**

- Enter using the access road behind the school and follow the loop around and pull up to the curb. Please look for adults to indicate it is safe to unload as we unload in waves (several cars at a time) so that we can expedite the process.
- In the morning, your child should be ready to exit on the right-hand (passenger) side of your car. If you expect your child to take an extended amount of time to exit the car, it would be best to park in front of the building and escort your child to the main entrance where they will be greeted by a staff member.
- Parents may unload only when parked along the curb on the side of the building and when staff indicate it is safe to unload. Students will proceed directly into the building and to their classroom.
- If you arrive after 8:55 AM and there are not staff members outside, please drive to the front of the buildings, park in the visitor lot, and walk your child to the main entrance. Ring the buzzer when you arrive!

### **Curbside Pick Up Procedures (PM)**

\*\*\*Anyone picking up students must display their DMS Pick-Up Sign. If the adult picking up the child does not have a DMS Pick-Up Sign, they will be required to park in the front parking lot and come to the main entrance doors with their photo ID to check out the child. This is for the safety of our students.

- Enter using the access road behind the school and follow the loop around until you see the DMS staff member who will be locating your Car Tag for your student number. Please stop briefly so the staff member can record your child's unique number. The staff member will wave when they are all set. Please continue on to the pick up location which is along the curb on the side of the building. Wait your turn until a spot is available.
  - Your child will enter on the right-hand (passenger) side of your car. **Display your DMS Pick-Up Sign on your passenger visor.** \*Remember if you do not have your sign, you need to park in the front lot and proceed to the main entrance.
  - We unload and load students only at the designated spots.
  - All students will wait out front until a DMS staff member calls their name. Students are dismissed in waves so please note that students will stay until all cars are pulled up and we will dismiss approximately 15 cars at a time. The DMS staff member will monitor students as they get into cars.
- **DMS Pick-Up Sign**
    - Displayed on the passenger side window in a visible location.
    - Have your DMS Pick Up Sign displayed before you enter the access road. A staff member will be stationed in the pick up loop to input your child's number.
    - Drive all the way up to the curb.
    - Once you are parked, a DMS staff member will go and get your child(ren) and bring them to your car. Students are dismissed in waves so please note that students will stay until all cars are pulled up and we will dismiss approximately 15 cars at a time. Please do not get out of the car or call your children to come to the car.
    - Leave your sign visible until your child is in the car.
    - Pull out carefully and watch for moving traffic as you exit the pick up area.

**Tips for Car Line:**

- Please watch closely as cars in front of you may stop and go throughout the drop off/pick up. Please move up as cars leave to make room for more cars to enter the drop off/pick up area.
- If you need to get out of your car for any reason, please park in the front lot and do not use Kiss & Drop or the Curbside Pick Up.