

Drop-Off/Pick-Up Policy

Purpose:

The drop-off/pick-up policy of Marie Roberts-Caney Elementary School ensures that standards and procedures are established so that MR-C is a safe and secure environment for all students and faculty.

Procedures:

Drop offs-

In the mornings, students will unload from the buses at 7:20. Parents who wish to bring their child to school have two options.

Option 1- Park in the lower lot next to the playground and walk your child up to the sidewalk and to the front doors. Students in grades K-6 will enter the school on the primary side. Parents are not allowed to enter the building. If they need to speak to someone, they must go to the office.

Option 2- Parents may drive up to the sidewalk and let their child out. School personnel will be on the sidewalk to assist students if needed.

Parents of preschool students will need to go to the office and someone will call for their teacher or aide to come and get their child.

*If your child arrives after 7:30 a.m., they are considered tardy and you must come into the office and sign them in.

Pick ups-

Parents are encouraged to park in the lower lot, next to the playground. Parents will walk to the sidewalk to get their students. Students being picked up will be released at 3:10. Patents must show their students ID when they pick up their child. Students will have a lanyard with their card attached. K-3 will release from the primary doors and 4-6 will release from the side doors by the playground.

*If for any reason, a student needs to be picked up before 3:10 in the afternoon, they must sign the student out at the office. The office personnel will call the student's teacher and they will send the student to the office.

Evaluation:

The drop-off/pick-up policy and procedures will be reviewed annually to determine the safest and most efficient system for the students to be dropped off at MR-C in the mornings and picked up in the afternoons.