

Drop-off and Pick-up Procedures

All cars will enter the school through the northern most entrance of the loop. The entrance across from 1100 North is for the **bus only**.

When turning into the loop off Main Street there are two lanes to turn into. Before turning into the loop, you will need to know if you are planning to drop-off your child or park. If you plan to drop-off or pick up, you will join the line coming in on the right-hand side, closest to the school. If you plan to park you will enter on the left-hand side.

Drop-off

When you are in the drop-off lane you **MUST** pull all the way forward. Your children should not exit the car until you have moved up as far as you can. Students need to be ready to get out of the car quickly. Give hugs at home, have backpacks packed, give instructions ahead of time, etc.

Do not let kids exit your car from the left-hand side, they must exit on the right.

Do not exit your car

Do not park or idle your car in the loop for any reason. Parking in the loop is not permitted (even if you have a kindergartner)

Parking in the loop is not permitted.

Do not weave in or out of the line.

After your children have safely exited and are on the sidewalk, you must continue in the line to the designated point where you can then split into left and right turn lanes. You may not pull out into the left lane and by-pass the cars in front of you. So, don't be the car that is in the front of the line that is holding everyone up because your kids are trying to put their shoes on. If your students aren't ready to get out when you have pulled all the way forward, we will ask you to exit and loop back around so you don't hold up traffic.

Pick-up

When you arrive to pick-up your child you will enter the right-hand lane into the loop. Please pull all the way forward to wait. If the loop is full you will need to either park or line up on the southbound side of Main Street until the line moves forward. You will not be allowed to enter the left side to pick up your kids.

Please be courteous to other drivers as well as the staff/volunteers that will be assisting in making our plan run smoothly.

The South Parking Lot

All employees have been instructed to park in the south parking lot to free up the parking spaces in the front for parents and visitors. *The south parking lot is not a drop off or pick up area.* This policy will be strictly enforced for student safety. The south parking lot will act as a bus loop. If the south lot is used to pick up and drop off students, the bus will become trapped in the lot, forcing those students to stay on a bus longer than what is appropriate. Only the bus may enter at the southern end of the loop, where all cars exit, and all cars must yield to the bus. Please note that the entrance for the bus to turn into the loop is a very tight squeeze, so if you are a parent trying to turn left out of the loop, I'd recommend hugging the right side of the line in the left turn lane and not pulling up too far. If you are a volunteer and choose to park in the south lot during the school day, please be aware that you are stuck there until the bus has gone and all students walking home are off of school grounds. Students exiting the front of the school and walking to the south have to cross at the crosswalk that is between the loop and south parking lot. If parents are trying to leave the south parking lot during drop off and pick up times, it creates an unsafe walking zone for those students.

These procedures apply to everyone. Student safety comes before convenience. Please plan ahead and try not to be in a hurry during these high traffic times.

Exceptions:

- If you have a student in our functional skills class, you may drop your student off on the south side of the building near the bus drop off since that is where your student meets their teachers.
- The bus entrance may be used by cars during **NON DROP OFF** and **NON PICK UP** times. Drop off times are 8:30-8:55 a.m. and pick up times are 3:15-3:45 p.m. Monday-Thursday and 1:10-1:40 p.m. on Fridays.