

# ***DeMotte Elementary School Drop Off/Pick Up Procedures***

*Dear DeMotte Parents and Guardians,*

*We are anticipating an increase in the number of students being dropped off and picked up this year.*

## ***Morning Drop Off***

Drivers will enter near the public library and make your way to the yellow drop off zone along the sidewalk. Once you reach the drop off zone, your children will exit your vehicle from the passenger side of the car. The driver will stay in car. Our drop off zone holds seven vehicles at a time. To keep traffic moving we need students to exit from all seven cars. Staff members will be along the drop off zone to assist and supervise students. If you need to walk your child to the door, please park your car on the north end of the parking lot and use the cross walk in front of the doors. Please stay in your car with your child until the doors open and staff members come out of the building. The parking lot exit is located on the north side of the parking lot. The entry/exit onto Halleck St. will be closed during drop off and pick up times.

## ***Student Pick Up***

*Student pick up will require that you park your car and walk up to the door. All parking spots may be utilized for pick time. There is no lining up in the drop off zone for pick up, instead angle parking is available in this area.*

*Pick up cards will be sent home with parents on the first day of school. After day one, anyone picking up a student, including parents, must have a pick up card signed by the parent. If you do not have your pick up card, we will have to verify your identity before releasing your child.*

*We need your cooperation in order to keep everyone safe! Carefully look at the map on the backside of this letter to see our drop off plan. Our staff members will be outside to help implement procedures.*