

## PARENT PICK-UP/DROP-OFF/TRANSPORTATION PROCEDURES

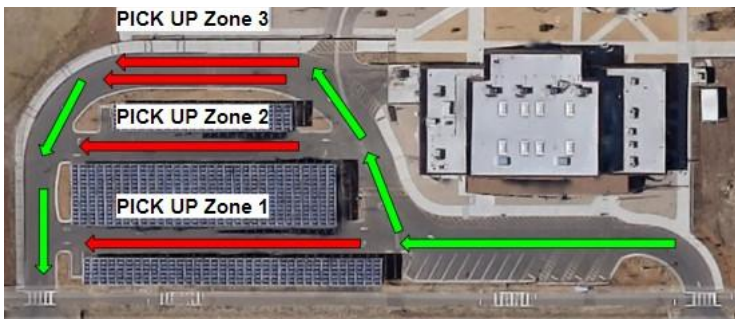
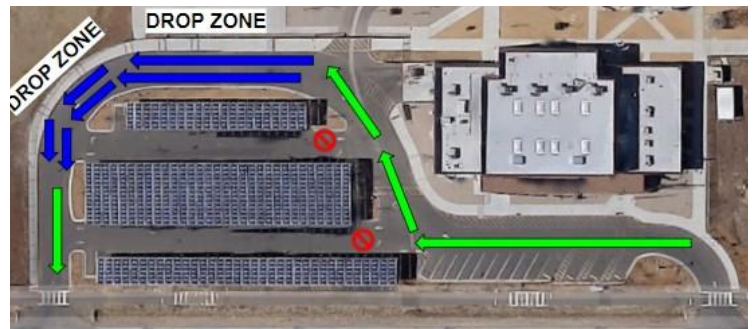
- **Student Safety Tags MUST be attached to student backpacks, and no student will be allowed to leave campus unless they have the appropriate tag; Parent Pickup, Bus and/or Walk/Bike.**
- **No student may be on campus before 7:40 AM-** there is no supervision until gates open at 7:40 AM.
- **Parent pick-up during school hours must be done before 2:15 PM (or 1:15 PM on Wednesdays).**
- **Tardy sign-in:** Parents will be required to sign-in students when they are tardy. Parents may not drop off after 7:55 AM without signing their student into school.
- **Calling in transportation changes:** All transportation changes must be written in the Agenda. Transportation changes will not be made by phone.

### Kindergarten ONLY

- The North parking lot is for buses and kindergarten only.
- Parents will need to walk children across the crosswalk and to the gate.
- Parents will NOT be allowed on campus to drop off after the first two days of school.

### Morning Drop Off

- Drop off begins at 7:40
- Students MAY NOT be dropped off prior to 7:40 as there is no supervision to ensure safety.
- Parents may NOT exit their vehicle
- Students must be dropped off in **Drop Zone**
- Please pull all the way forward before allowing students to exit the vehicle
- We will use two lanes for drop off



### After School Pick Up

- Parents may NOT exit their vehicle
- Cones will be set up to indicate where to wait for dismissal to begin
- Teachers will walk kids out to dismissal at 2:45
- We will use 4 lanes for pick up (see diagram)
  - Zone 1 - Tags 500-580
  - Zone 2 - Tags 581-660
  - Zone 3 - Tags 661-800
- Please have safety tag clearly visible
- Signage in parking lot will label pick up lanes
- Please pull all the way forward before loading students