

Altamaha Elementary Procedures for Morning Drop off and Afternoon Pickup

***For those parents dropping off a middle or high school student to catch the bus into town, please make sure your children are at Altamaha BEFORE 7:00 a.m., but no earlier than 6:50 a.m. Middle school and high school students will have to wait outside the fifth-grade wing. They are not allowed to enter the school.

BUS ZONE is off limits and reserved only for buses between 6:30 – 7:10 a.m. and 3:15 – 3:45 p.m. *Please do not enter the bus zone if buses are present.*

Morning drop off for Altamaha Students - 7:05 to 7:45

Main off is by the front entrance (front office). Second drop off is by the fifth-grade wing (bus lane) after 7:15 a.m. **After 7:45 a.m., any late arrivals will need to come through the front office.**

PLEASE NOTE: Parents may walk their child to class **between 7:30-7:45**. Any guest entering or exiting the building are to come through the front entrance. After 7:45, all guests are to exit the building. **Please be mindful that teachers are trying to get the instructional day started.**

Afternoon pickup (Please refer to the map below.)

- Pre-K and kindergarten dismissal is at 3:00 pm. Pickup for these students takes place at the front office area. **Please do not leave your vehicle unattended and block the flow of traffic.** If your child does not come out when traffic starts moving, please pull around to the front parking lot and pull into a parking place. **Please do not line up in the front parking lot.**
- Grades 1-5 dismissal is 3:05 pm by the gym. **Please stay in your vehicle and come through the two drive through pickup lanes that go all around the gym side parking lot.** Teachers will bring students to your vehicle. If your child does not come out when traffic starts moving, please circle back through to avoid blocking the traffic flow. **Please do not park in the grass side area and walk up to the building.**

Thank you for your support in helping us to keep our children safe.

