

Scotland Elementary 2022-2023

Drop-Off and Pick-Up Procedure Plan.

Drop Off and Pick Up: Scotland has specific drop off and pick up policies that are designed to keep our students safe. Please follow all policies. We will do our best to get the children where they need to be in a quick and efficient manner.

Morning Drop Off: Morning drop off is at the Cafeteria doors at the left side of the building.

- Please keep the children in your car and follow the line of cars to the door.
- There will be 4 different cones on the side of the building. Please wait until you are next to those 4 cones before unloading.
- The next 4 cars will then pull up and then unload.
- The doors will open at 8:45 and close at 9:00. After 9:00, you will need to park in the parking lot and bring your child into the building.

Students arriving after 9:00 must be accompanied to the office by a parent.



Afternoon Pick up: Afternoon pick-up is at the Cafeteria doors at the left side of the building.

- Families who wish to pick their child up after school must send in a note informing the school that their child will be a car rider and must complete a form indicating the individuals that are allowed to pick up their child.
- Each student/family will be issued a number that will need to be displayed in the windshield of their car at the time of pick up.
- Students will only be released to a car that matches the number associated with them.
- No cars are allowed to park on the street along the side of the school by order of Greene Township.
- Families should wait to enter the cafeteria parking lot until 3:30. There are cones set up to designate this waiting place. This will allow vans etc. to enter if needed. Then at 3:30, cars may proceed to the dismissal area.
- Please stay in line and do not cut in line in front of others.

Please Note: If there is any change to the way your child normally is transported home, your child must have a note indicating that change. For example, if your child normally rides a bus home in the afternoon and you are going to pick them up from school at the end of the day, your child needs to have a written note indicating this change. **A child's verbal directions will not be sufficient** to alter the transportation arrangements. Due to other responsibilities, teachers are not able to call a child's home to confirm transportation arrangements. If there is no note, the child will be sent home according to his/her normal mode of transportation.

Also, at the end of the day, the office is a very busy place. At times, families will call in at this time and ask us to change the transportation mode for their child for that day. While every effort is made to accommodate such emergency requests, the needs and safety that surround getting all of our students' home safely may mean that we do not get to your request in time to make the change. If an emergency arises and you need to make such a change at the end of the day, please make sure you talk to someone in the office. Do not leave a message on the phone as we may not get the message before the buses leave.

Scotland Pick-up Procedures

Scotland Families,

The guidelines for picking up your student at the end of the day have been put in place to provide your child with a safe exit from school. The guidelines are designed with the safety of your children in mind. We will work to get your child/children to you as quickly and as safely as possible. However, we will not sacrifice safety for speed. Please work with us through this process.

Please note: We will not allow families to park in the cafeteria parking lot and walk up to the dismissal doors. We do not want children dodging cars in the car line. This is for the safety of all children!

REGULATIONS AND GUIDELINES FOR STUDENT PICK-UP AT THE END OF THE DAY

1. Drive slowly and cautiously to ensure the safety of our students.
2. Please enter the parking lot as you do for morning drop-off. Stay in a single file line as you wrap around the front of the building and alongside of the cafeteria. **PLEASE STAY IN LINE AND DO NOT CUT IN FRONT OF OTHER CARS.**
3. You will be assigned a number that will match your child to you. Please stay in your car and display the number so that it is visible to the individuals responsible for dismissing the students. The school will provide you with this card. It should be displayed in your window so that our staff members can easily view it. Please keep the number visible to staff until your child is safely in your car. If you forget, lose or otherwise do not have the original card, please make a new card with your number on it that is large and as bold as the original.
4. Please wait your turn patiently.
5. Please be careful of pedestrians.
6. Buses and school vans have the right of way.
7. Students will enter the passenger side of the car. Please make sure that your child is properly secured in the car.
8. Parents are not permitted to pass another vehicle while children are attempting to enter a vehicle.
9. Any individual failing to adhere to these guidelines, and thereby placing our children in danger, will be referred to the district security officer for further action.
10. Children are to be picked up no later than 3:45. Please be on time in picking up your child. If you run into an emergency, please call the school and let us know. Any student not picked up by 3:45 will need to be picked up in the office.