

# Student Drop Off/Pick Up Procedures

**Paloma's priority is the safety of our students.** We ask that you follow our purposeful parking lot procedures to ensure all students and families are safe during arrival and dismissal. Thank you for understanding that drop-off and pick-up often take longer the first few days of school as new families learn procedures. When everyone understands and follows the rules, we can create a safe and efficient arrival and dismissal.

## First Day of School

On the first day of school, parents may accompany their child on the playground beginning at 7:00, until students line up and enter the school building at 7:25. Per Kyrene School District guidelines, parents may not enter the building with their child. For children who struggle with separation from their parents, it is helpful to downplay the drop-off and make your good-bye short. Adults will be available to help students in the building and to class. Parents are welcome to join the PTA for a meet and greet and light breakfast under the ramada after students report to class.

## Morning Drop-Off

Students are not allowed on campus before 7:00am. To ensure the safety of students, only allow your child to exit the car from the line immediately next to the curb. Please pull all the way forward to allow as many cars to unload as possible. You may also park in the parking lot and use the crosswalk to escort your child to the sidewalk.

## Afternoon Pick-up

Dismissal is at 2:15 on Monday, Tuesday, Thursday, and Friday and at 12:15 on Wednesdays. Students are organized by grade level and waiting under the blue awnings. If you have more than one child at Paloma, your children will be waiting in the youngest sibling's grade level area. Please see the map below for clarification. Cars will enter the coned, 6 car loading area. Please pull all the way forward so that we can load students quickly. Once all 8 cars are loaded, we will signal for the entire group to exit the parking lot and for the next group to pull forward.

Student identification name cards will be provided for vehicles. Please write grade level and student's first and last name in bold print. Place this card on the passenger side of the dashboard so that it is visible to staff members. This will help us to be efficient in loading students quickly and safely. If you do not have a name card, please stop by the office.

Please make note of the traffic flow/directions in the parking lot by reviewing the map below.

## How can you help?

- **Only use crosswalks when walking between the lot and the pick-up area. Do not cut in front of cars in line.**
- **If you use the car line, do not exit your vehicle. Students may exit/enter the vehicle on their own, or their will be staff members to assist during the first few days of school.**
- **Please, do not use cell phones during drop off/pick up.**
- **Follow the directions of our dedicated staff members on duty.**
- **Talk to your child about the procedure and help them understand how they can help the process run smoothly. Students will have much of the responsibility in watching for their cars.**
- **Students may not walk without an adult in the parking lot. If you choose to park, you must walk your child to the building.**
- **No dogs are allowed on campus for safety reasons. If your dog is riding in your car, please ensure they are secured as we have had dogs run out of cars, creating an unsafe and possibly tragic situation.**

