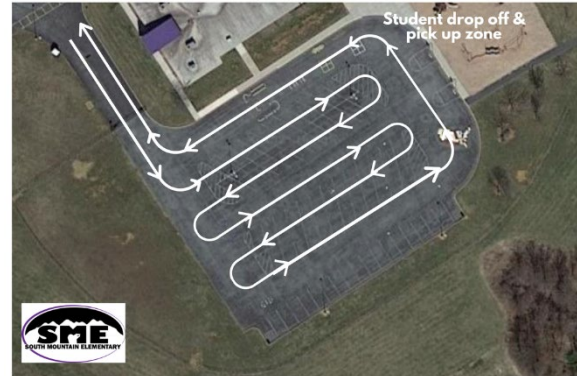


# South Mountain Elementary Drop-off & Pickup Procedures



## Morning Student Drop-off Lane (8:45-9:00)

- Starting at **8:45 AM**, students can be dropped off at the back of the school in the drop off zone. The doors to the school will not open prior to 8:45.
- Please follow the loop.
- Only students will be able to enter the back door of the school. Drivers do not need to exit their vehicles.
- Students will go directly to their homeroom.
- The drop-off lane will end by **9:00 AM**. The gate will close at this time.
- After 9:00 AM, students must be brought into the main office by an adult. Students will be marked tardy after 9:00 AM.



## Afternoon Student Pickup Lane (3:40-3:50)

- All families will receive a pickup tag in their welcome packet.
- The gate will open at **3:15 PM**. Please do not arrive earlier than this time.
- A staff member will enter the number found on the pickup tag. **You must have the pickup tag** to enter the pickup line or you will be directed to the main office.
- Students will be dismissed beginning at 3:40 PM to the pickup lane.
- For the safety of students, drivers need to stay in the lane. Drivers do not need to exit their vehicles.

## FAQs about the SME Drop-off and Pickup

### What are the different types of parent pickups?

Daily pickup	Student will report daily to the car lane as their default transportation method.
Scheduled pickup	Student will be picked up on scheduled days (e.g. Every Monday or Every cycle day 4
Occasional pickup	If you have not already sent a note with your child, please notify the main office by 3 PM that you will be using the car pickup lane. If the office is not notified, your child will go home on the primary transportation method (i.e. bus)