

 **John I. Dawes Early Learning Center**
2025–2026 Parent Drop-Off & Pick-Up Procedures

 **Bus Transportation**

The school district provides bussing for many students and encourages daily bus use. However, if you choose to drive your child, please follow the guidelines below to ensure student safety.

 **Morning Drop-Off Procedures**

◆ **General Instructions:**

- **Drive in a single line** to the “Parent Drop-Off Zone” in the front parking lot.
- **Stay in your car.** Do not park or leave your vehicle.
- **Students exit on the right side only** when directed by bus duty staff.
- **Only drop off in the marked zone.**
- **Do not release children** unless a staff member is present.

 **Drop-Off Times:**

Grade	Time	Location
Kindergarten (ELC)	9:17 AM	ELC Drop-Off Zone
Kindergarten (Clark Mills)	8:10 AM	Clark Mills Drop-Off Zone
Preschool (AM & Full Day)	9:55 AM	ELC Drop-Off Zone
Preschool (PM)	12:40 PM	ELC Drop-Off Zone

 **Afternoon Pick-Up Procedures**

 **IMPORTANT REMINDERS:**

- Send a **note** to the teacher and/or main office for any parent pick-up.
- One note for routine pickups is acceptable (e.g., every Monday).
- All adults must present a **photo ID** to pick up a child.
- **Arrive approximately 15–20 minutes** before the noted dismissal time.
- Always **park in a designated space.** Do not leave your car in the drop-off zone.

 **Pick-Up Locations:**

- **Clark Mills Kindergarten:** Back of Clark Mills (Door D4 by the gym)
- **Preschool (12:15 PM dismissal):** Bus lane in front of school (after buses leave), then come to **Door A4**
- **All Other Preschool & ELC Kindergarten: Door A5** (left of the main entrance)

Dismissal Times:

Grade	Time	Location
Preschool (AM)	12:15 PM	Door A4
Preschool (PM & Full Day)	3:00 PM	Door A5
Kindergarten (Clark Mills)	2:30 PM	Door D4
Kindergarten (ELC)	3:40 PM	Door A5

Late Arrivals / Emergencies

- If arriving **after drop-off times**, park in a space and bring your child to the **main office** for a late pass.
 - In emergencies, call the **school office**. Verbal confirmation is required to change pick-up plans.
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Custody & Authorized Pick-Ups

- Only persons authorized by the **custodial parent** may pick up students.
 - A **non-custodial parent** needs permission from the custodial parent.
 - For joint custody, the parent with residential custody on a given day makes pick-up decisions.
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Reminders

- **Do not say you “might” pick up** your child-without a note, they will ride the bus.
 - **Do not park** in the drop-off lane.
 - **Photo ID is required**—no exceptions.
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Thank You!

We appreciate your cooperation in ensuring the safety and smooth operation of daily arrivals and dismissals at the John I. Dawes Early Learning Center.