

2025-2026 Lakeaires Arrival and Dismissal Logistics

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Student Drop Off & Pick Up Procedures and Zone Assignments

Parents, we have approximately 400 students in PreK-5 here at Lakeaires. Your assistance with following the procedures ensures both a safe and efficient arrival and dismissal process. We are only as strong and efficient and effective WITH your assistance. Thank you for your attention to these processes and following them with patience and grace.

Arrival - Student Drop-Off and Pick Up: For safety and efficiency, *no guardians* are able to be inside the school building during the morning drop off and afternoon dismissal times.

Start of Day:

- **7:20-7:30-** Student arrival, lining up by grade level lines outside the main entrance.
- **7:20-** Breakfast is open to students that wish to take breakfast; service will end at 7:40
- **7:30-** Students may enter the building and head to the classroom
- **7:40-** Breakfast service ends
- **7:40- Students in the classrooms-morning routines, preparations for the day**
- **7:45-** Instructional Learning day begins PROMPTLY at 7:45.

End of Day:

- **2:15-** Learning day ends
- **2:20-** Dismissal process begins with bus riders, walkers and then parent pick up
- **2:35-** Dismissal ends (approximately)

Student Drop-Off and Pick Up: Lakeaires Elementary utilizes designated Drop Off and Pick Up Zones when students do NOT ride a bus or walk to/from school. Our Drop Off & Pick Up Zones are determined by last name. **The two assigned locations are temporary, allowing us to adjust for efficiency by mid September.**

Our TWO zones are **RED** and **BLUE**. See the **TABLE below**, referencing the first letter of your last name to determine which zone your child will be in. Follow the map for the physical location for your drop off/pick up location. ([SEE MAP](#))

Families with children with **different last names** in the same household will go to the Zone of the last name closest to the beginning of the alphabet. For example: (i.e.- Harrison and Thielan follow “H-Harrison” and go to Red Zone; or Reed and Zucker would follow “R-Reed” and would go to BLUE Zone)

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Window Sign: Parents picking up at the end of day **MUST** have a minimum of an 8x11 sign with your child's **First & Last name(s)** printed large and in **BOLD black print** to be seen from a distance. **Have it on the FRONT** windshield when in line, **NOT on the side window**, we can't see it from the side.

PreK Program: Parents who drive can choose to follow this plan or park in the lot and walk/pick up your child following the PreK teacher's plan. **Please communicate with Ms. Jahnke on your plan.**

Student Drop-off and Pick Up Zones/Locations		
Last Name Assignment	Drop Off (DO) and Pick Up (PU) Zone	Arrival Before and After School
Last name: A-J (Temporary)	Red Zone 1- (SEE MAP) Curbside DO/PU westbound on Van Dyke St. Door "A" -Main Building Entrance	Drop Off: 7:25-7:40 Pick Up: 2:23 start (approx)
Last name: K-Z (Temporary)	Blue Zone 2- (SEE MAP) Curbside DO/PU Inside Front Parking Lot Door "A" -Main Building Entrance	Drop Off: 7:25-7:40 Pick Up: 2:23 start (approx)

Do you need to let us know of a single day "change" in your routine, like picking up your child for an appointment? Email us no later than 1:00 PM the day of the change at:

LakeairesDismissalRequest@isd624.org

Logistical Reminders for a smooth flow of traffic:

- Go to your alphabetically assigned **Zone (Red or Blue)**
- **Remain in your car**, **do NOT get out**. Help teach your students to have all their things ready and practice at home, getting out of the car by themselves and VICE VERSA, when getting into the car.
 - **Parents getting out slows the process and creates a backup of traffic.**

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- Arrive on time. Both at drop of but especially at Pick Up time. Once we get the routine down, we are usually done with all pick ups by 2:35 or sooner.
- Pick up starts promptly at 2:23 or sooner.
- **Do NOT park on the opposite side of Van Dyke St.** and call your student to cross the street to your vehicle. This is extremely unsafe.
- **Parking Lot:** If you are parking in the lot, all students must be hand in hand or next to the adult when walking to and from the school.

Parent Walkers

Parents who walk to school for Pick Up	Red Zone should stand by the west/Flag side of the Rain Garden w/your NAME sign Blue Zone should stand by the benches to the east of the main doors w/your (NOT on the sidewalk) with NAME sign	Pick Up: 2:20 start
Busing- PLEASE AVOID THE BUS DROP AND LOADING ZONES		
Lakeaires has 5 standard buses and they will pull up to the far west curb on Van Dyke St. starting west of the Loading Dock driveway and moving back toward the main entrance's sidewalk. This new bus zone is marked on the MAP- <u>SEE MAP</u> Parents unless you've indicated a different plan for your "end of day", all students assigned to district transportation will be put on the bus at the end of the day.		