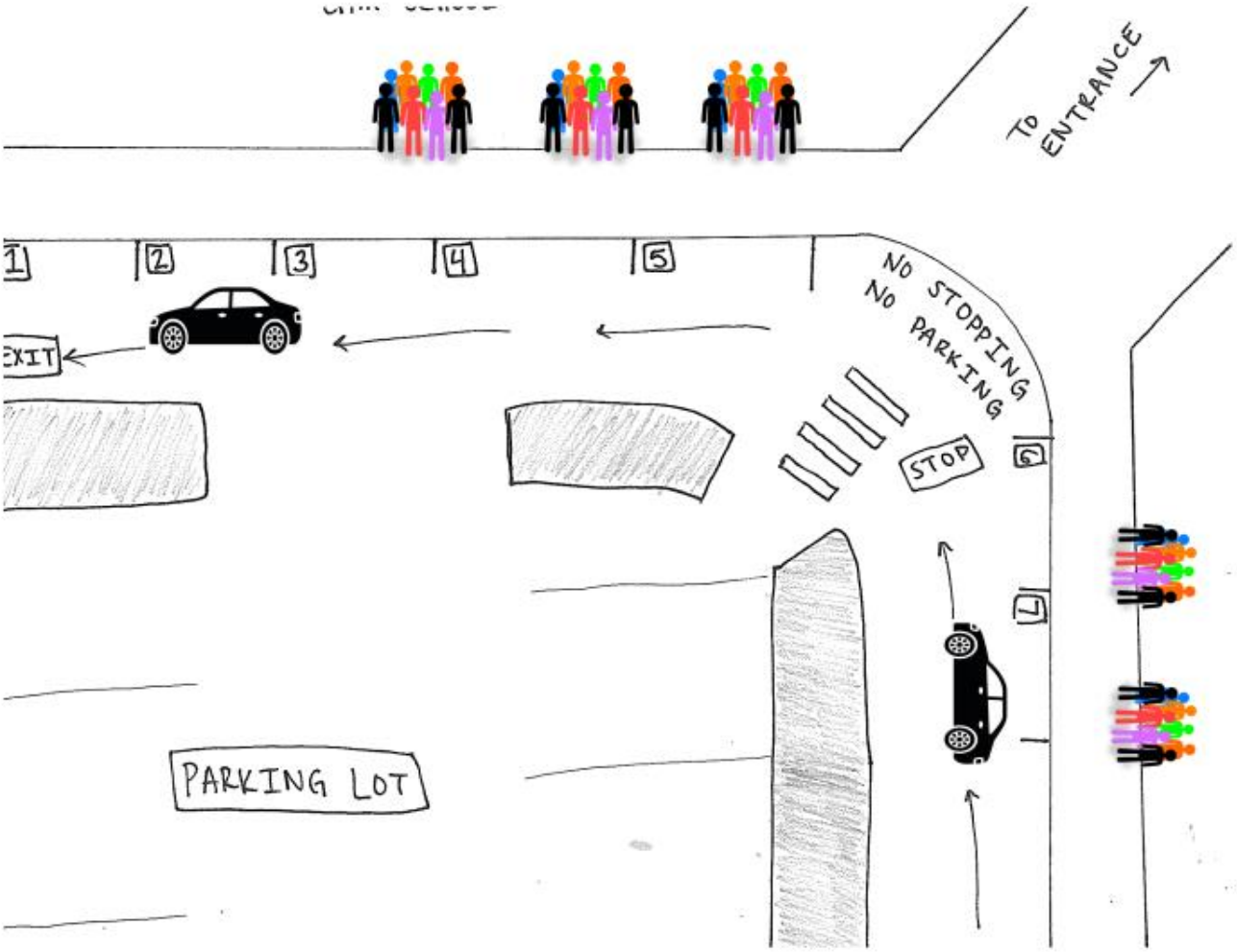

TO ENTRANCE
1
2
3
4
5
EXIT
NO STOPPING
NO PARKING
STOP
6
7
PARKING LOT



Alexander Elementary

Car Line Procedures

KINDERGARTEN - 5TH GRADE DROP OFF AND PICK UP ARE IN THE BACK OF THE SCHOOL ONLY
**** See back of this document for a map ****

If you have a preschooler, please see the Preschool Drop Off/Pick Up Procedure document, as preschool drop off and pick up differs from Kindergarten – 5th grade.

K-5 Morning Drop Off (7:35-7:55) **Breakfast is served 7:35 - 7:55**	**Afternoon Pick Up (2:55-3:05)** **Thursday Pick Up (1:55-2:05)**
There are two options for drop off: 1. Park in the parking lot, get out of your car, and walk with your child across the crosswalk. 2. Wait patiently in the car line that continuously moves. - Your child may exit your car when you are stopped by the curb. - Please stay in your car while your child is getting out. - Please watch for the teachers' directions for when to move forward. **You may have to drive past the crosswalk to let your child out in order to keep the car line moving quickly.**	There are two options for pick up: 1. Park in the parking lot, get out of your car, and wait for an adult to bring your child to you. 2. Wait patiently in the car line that continuously moves. - As you get closer to the loading zone, display your child's Name Tag for the teachers to see. - A teacher will get your child ready and bring them to your car. - Please watch for the teachers' directions for when to move forward. **You may have to move forward before your child is in your car in order to keep the car line going quickly.**

Frequently Asked Questions:

1. Where should my child get in and out of the car?
Your child may get in and out of the car when you are stopped next to the curb.

2. When I am in line, can I get out and help my child load?
We prefer this not happen because it causes a pause in the car line. Teachers will help younger students get in the car and close the door. If they need more assistance than that, the better option for this is to park in the parking lot and walk your child back to the car.

3. The line is too long! Can I just park in the parking lot?
Yes! If you do this, **you must get out of the car to pick up your child from the crosswalk.** It is not safe to have our students run through the parking lot to meet you somewhere.

4. I see my child RIGHT THERE! Why are you telling me to move forward without them?
In order to continue loading as many students as possible, we might have you move forward in the line and have your child meet you. This helps us load multiple cars at one time.

5. This process takes way too much time! Will it ever get faster?
Yes! This will take longer at the beginning of the year, but the process will get quicker as everyone learns it. Your patience in following these directions will make car line go as fast as possible.

Alexander Elementary

Preschool Drop Off / Pick Up Procedures

Preschool drop off is different from pick up. Please carefully read the procedures below to know when, where, and how to drop off and pick up your preschooler.

Preschool Morning Drop Off
7:50 am

1. Preschoolers should be dropped off at school at **7:50**. If you come earlier than that, you will need to wait in your car until the doors open.

2. You will drop off your preschooler at the **front of the school**.

3. To drop them off, either park in a parking spot and walk your preschooler to the doors OR pull forward along the bus lane and let your preschooler out of the car.

4. Your preschooler will enter the school through the **Library doors**. A teacher will meet them there to walk them to their classroom.



5. If you arrive while the busses are still at school, you **cannot** pull forward in the bus lane. Please park in a parking spot.



6. If you need to enter the school, you must go through the main office to sign in.



Preschool Pick Up
Morning Program: 10:45 am
Full Day Program: 2:45 pm (1:45 pm Thursdays)

1. Morning Preschoolers should be picked up at **10:45**. Full day Preschoolers should be picked up at **2:45**.

2. You will pick up your preschooler at the **back of the school**.

Option 1:
3. Park your car in a parking spot and walk to the crosswalk to get your preschooler.

Option 2:
4. If you arrive **before 2:50 (1:50 on Thursdays)**, you may drive along the car lane toward the crosswalk, moving around the line of cars waiting in the car line. A teacher will bring you your preschooler.

5. **If you arrive at or after 2:50, you must get in the car line and follow the car line procedures.** These procedures can be found on the next page.

6. Morning pick up (10:45 am) does not coincide with car line, so you may just drive along the car lane toward the crosswalk and a teacher will bring you your preschooler.

