Student Drop Off and Pick Up Procedure

Drop off at the beginning of the day (8:30-8:40):

Please drive into the fenced blacktop playground parking area on the south side of the school and have the students enter through the door on the side of the school. There will be a staff member out to assist. Please have students exit the car on the passenger side of the vehicle only when you have reached the front of the line (the front three or four cars can unload). If you need more time to help your child out of the car, or if you will be walking them to the door, please park your car in a parking spot and proceed to the front door of the school. This will help us keep the drop off line moving and eliminate a line of cars backed up to the street.

Drop off late (after 8:40):

Please have the children enter through the front door and report to the office to get a class entry pass to bring to class.

Pick up at the end of the day:

Please send in a note or email, kesdismissal@rsd17.org, before noon if you plan to pick up your child at the end of the day. You can send in a long-term note if you will be picking your child up every day or on a regular schedule.

After parking in the front parking lot, the blacktop playground area, or the back parking lot, please enter the courtyard (access from the front of the school). Beginning at 3:25, parents will check in with on-duty staff at the door in the courtyard. ID will be required even if you were a regular pack up last year as our staffing may have changed. Upon successful check in, each individual child will be called and dismissed through the same door.