

Drop Off & Pick Up Procedures



SAFETY is our priority. Please keep our children safe.

- Please refrain from using your cell phone when driving on our campus.
- Be Patient. Arrive early and prepare to wait your turn.
- Be Patient. Racing along the left lane of the Drop Off/Pick Up lane is dangerous.
- Pull as far forward as possible in the Drop Off/Pick Up area
- Asking your child to walk off campus to meet you is a safety concern. Please use our designated area or park and meet your child on campus.

Morning – drop off:

- **MONDAY:**
Drop off **begins at 8:40 a.m.** Students are not permitted on campus before 8:40 a.m.
- **TUESDAY thru FRIDAY:**
Drop off **begins at 7:40 a.m.** Students are not permitted on campus before 7:40 a.m.
- Please **pull forward** as far as possible.
- **All children must exit the car on the right side of the vehicle.**
- Drop children off from the **right lane only.**
- Please do not leave your car parked in the drop off zone or *exit your car while in this Zone.*
- **Stop** for children & parents using the cross walks.
- **Do not drop children off in the parking lot.**
- Children must be accompanied by a parent when using the crosswalk.
- **Have your child(ren) ready to exit the car.** Don't fumble with backpacks, lunch money and other last minute activities.
- Students must **line up in their designated**
- **area** upon arrival at school.

Afternoon – pick up:

- School is **dismissed at 2:30 p.m.**
- Children being picked up by car must wait in the designated area near the playground.
- Please **pull forward** as far as possible.
- **For safety reasons, we will only be loading the first two or three cars in line.** These are the cars closest to where the students are waiting.
- **All children must enter the car on the right side of the vehicle.**
- Please do not leave your car parked in the pick-up zone or exit your car while in this zone.

**** Be courteous of neighbors' driveways & intersections ****

