

## **Mount Rock Elementary School – Student Drop-Off & Parent Pick-Up Procedures**

To ensure a safe and efficient arrival and dismissal process, please review the updated procedures for drop-off and parent pick-up:

### **Drop-Off / Entry Times**

- **Morning Drop-Off (Regular Days):** 9:00 AM – 9:15 AM
- **Morning Drop-Off (2-Hour Delay):** 11:00 AM – 11:15 AM
- Students arriving **after 9:15 AM** (or **11:15 AM** on delay days) should report to the **front office**. Students arriving after 9:20 AM are considered **tardy**.

### **Parent Pick-Up Entry Times**

- **Regular Dismissal Days:** Parents may **not enter the parking/staging area before 3:30 PM**
- **Early Release Days:** Entry may begin at **1:30 PM**

### **Entry Point**

All vehicles must enter from **Lefever Road** to maintain an orderly flow of traffic.

### **Parking & Staging**

After entering, please park in the designated spaces and remain in your vehicle. This ensures traffic stays organized and the loading area remains clear.

### **Proceeding to the Loading Area**

Staff will signal when vehicles may proceed to the side of the building, the **student loading zone**. Please drive slowly and follow all staff directions.

### **Student Loading / Unloading**

- **Morning Drop-Off:** Students exit the vehicle safely and proceed to the school entrance.
- **Afternoon Pick-Up:** Staff will call students and assist them into vehicles, ensuring each child is safely connected with their parent or guardian.

### **Important Reminders**

- Patience is appreciated, as delays may occur.
- For safety, please **remain in your vehicle**. Staff will escort students to and from cars.

Thank you for helping us maintain a dismissal and drop-off process that is **safe, efficient, and respectful of everyone's time**.

— Mount Rock Elementary School Administration