



Family drop off and pick up activities take place in the WEST loop.

- Drop off loop opens 7:00 – 7:50 a.m.
- Pick up loop opens 2:00 – 2:50 p.m.
- Pick up on Early Release Day (ERD) 1:00 – 1:50 p.m.
- Tutoring & club pick up as scheduled by sponsor(s)

East loop is reserved for school buses, day care vans (and Kid Connection in the pm).

Visitor parking spaces are provided in both parking lots.

- West Loop = Open all day; 50+ spaces available for visitors/volunteers/events
- East Loop = Open all day for office visitors; 10 spaces on front row labeled

Keep the lane along the curb in the east loop open for emergency vehicles.

K-5 DROP OFF @ 7:15 AM
VPK & PK MEET STAFF @ 7:30 AM
SWD/ESE MEET STAFF @ 7:30 AM

VPK & PK PICK UP @ 2:15 PM
SWD/ESE PICK UP @ 2:30 PM
K-5 PICK UP @ 2:30-2:50 PM

Car Loop Procedures:

- Enter the west parking lot from Old Tomoka Road – 5 mph – No cell phone use
 - Enter the loop staging into two lanes (to keep traffic of Old Tomoka Rd. & Granada Blvd.)
 - Remain in the driver’s seat of your vehicle
 - Display car tag until your child/children is/are in your vehicle
 - Merge to one lane, remain in right lane and pull forward as far as possible leaving crosswalk clear
 - Use passenger side for loading/unloading passengers
- Parking reserved for families with PK students, students with disabilities, and safety patrols
 - PK families meet PK staff at safety cone on parking lot side and staff will escort students across
 - Other families of students with special needs will bring car tag to escort child to cafeteria door to meet staff in AM or meet staff at safety cone in PM
 - Safety patrols will wait at the safety cone on parking lot side for staff to direct when to cross in the AM; parents may park while waiting for patrols off duty at 2:45 PM (1:45 on ERD)
 - Parents with office business may park in the west lot to cross at crosswalk to proceed to the office
- Wait for Staff to Signal when to Cross at Crosswalk
 - School staff will direct traffic to stop at crosswalk once traffic has pulled forward as directed; Staff will then allow people to cross in the crosswalk

Walkers & Bike Riders: *{Walkers & bike riders live within 2 miles of the school.}*

- Enter the east loop sidewalk at the walk-in gate
- Walk-in gate opens 7:15-7:45 AM and 2:30-2:45 PM
- Parents who meet walkers at the gate must arrive by 2:30 PM

Tomoka Elementary School
Drop Off & Pick Up Procedures

EXTRA TIPS

- Help your child arrive each day at 7:15 AM
- Supervision of students begins at 7:15 AM
- Be at breakfast at 7:15 AM—no later than 7:30 AM
- Supervision of students ends at 3:00 PM when the office closes
- When parents with day care riders call the day care to make a change, please also call to notify the front office at Tomoka
- Refrain from using the church parking lot to cross your child through school traffic to the walker's gate
- During school-sponsored events at the church, utilize the one-day crossing support provided by the event sponsors
- ERD when you meet your child at the bus stop or in the loop one hour early
- Tutoring and club pick up will be held in the west car loop each event to reserve the east loop for buses, day cares and Kid Connection pick up.
- Please drop off between 7:15 and 7:30 a.m. by using the west car loop for the safest drop off location.
- For safety reasons, please ensure you drive slowly in our parking lots, at 5 mph, and never rush to pass each other. Play it safe this week and always at Tomoka Elementary, where together we can be H.E.R.O.s.