

Mangini Ranch Drop-off and Pick-up Procedures

Ensuring student safety and efficiency

Why a Smooth Process Matters

A well-organized drop-off and pick-up routine is crucial for the safety and efficiency of our school community. It minimizes traffic congestion, reduces student waiting times, and most importantly, protects our children by ensuring they are picked up by authorized individuals in designated areas. Please familiarize yourself and your child with these guidelines to help us maintain a secure and orderly environment.

Drop-off Procedures (Morning)

Designated Drop-off Zone Important Reminders:

- **Use the main entrance loop** for all student drop-offs.
- **Pull forward** as far as possible to allow multiple cars to drop off simultaneously.
- **Students should be ready to exit the vehicle quickly** on the *curbside* (passenger side).
- **Never leave your vehicle unattended.**
- **Do NOT stop in the travel lane** to let your child out.
- **Be patient and follow directions** from school staff and volunteers.
- **Arrive on time:** Aim to arrive during the designated drop-off window to avoid peak congestion.
- **Say goodbye quickly:** Keep goodbyes brief to keep traffic flowing.
- **Delayed arrivals:** Students arriving after the bell should enter through the main office.
- **Walking/Biking:** Ensure children use designated crosswalks and follow safety rules.

Pick-up Procedures (Afternoon)

Designated Pick-up Zone

- **Utilize the main entrance loop** for all student pick-ups.
- **Have your carpool number or student's name clearly visible** on your dashboard.
- **Students will be dismissed to the curbside** to meet their waiting vehicles.
- **Wait for staff direction** before pulling forward.
- **Ensure the person picking up is authorized.**
- **Keep the loop clear:** Once your child is in the car, **proceed** out of the pick-up area.

Important Reminders:

- **Pre-arranged Pick-ups:** Ensure your child knows who is picking them up. Changes should be communicated to the school office **in advance.**
- **Late Pick-ups:** Students not picked up promptly will be taken to the main office. Repeated late pick-ups may require a follow-up meeting.
- **No U-turns or passing:** For safety, do not make U-turns or pass other vehicles in the pick-up line.
- **Visitor Parking:** If you need to come into the school, please use designated visitor parking and check in at the office.

Safety First!

The safety of our students is our highest priority. Please be mindful of children walking and use extreme caution when driving. Adhering to these guidelines helps create a predictable and secure environment for everyone. We appreciate your cooperation and understanding!

Thank you for helping us keep our school safe!