

STUDENT ARRIVAL/DROP OFF

Students can be dropped off from 8:50 -9:10 a.m. using the parent drop-off area which is near door #16 on the right side of the building. Follow the sign for parent drop-off using the side driveway. You will remain in your vehicle, drive up to the staff member by door #16, and your child exits entering the building. **The circular driveway is closed during student arrival.**

If your child arrives after 9:10 a.m. and a staff member is not present by door #16, you will need to drop your child off in front of the school to be signed in at security using the circular driveway.

If you have any questions about the student arrival procedure, please contact the Brookside Main Office. We appreciate your cooperation in advance with this procedure.

STUDENT DISMISSAL/PICK UP PROCEDURE

To pick up your child from school, first enter your pickup request through the Parent Portal in Genesis. You will select the day, enter the time, and who is the authorized person that will be picking up. You can enter this at any time since it's through Parent Portal. **The cutoff time to schedule a pick up for the same day is 3:00 p.m.** If an emergency comes up and you need to pick up your child after 3:00 p.m. but before dismissal, please call the main office and we will assist you; we will notify your child's teacher and security to expect you. **If your child is a daily pickup for the entire year, you should write a note and send it in with your child on the first day of school.** We will automatically put your child on the pickup list each day.

When you pick up your child during dismissal, please see security to let them know that you are here. When your child is released to you, please walk them directly to your vehicle to avoid any crowding in front of the building or near the parking lot. No child should be left unattended during dismissal.

If you have any questions about the student pick up procedure, please contact the Brookside Main Office. We appreciate your cooperation in advance with this procedure.