

Drop-off and Pick-up

Philosophy

School hours for students are 8:00am to 3:00pm and 8:00am to 12:15pm on early out days. Because there **is no supervision provided** before 7:45, students should not be on campus. This includes playing on the playground or in and around the school building. Students are expected to go directly home after they are dismissed. Prior arrangement must be made for remaining after school with teachers, participating in after-school activities, or visiting a friend. If prior arrangements have not been made, students must go home.

Standards

Drop-off and Pick-up guidelines

- **Drive Slowly** – The speed limit on school property is 9 mph. Follow all posted speed limits on public roads surrounding the school. Pay special attention to crosswalk areas.
- Follow the directions of the crossing guards and those who are directing traffic.
- **Enter and Exit with Caution** - If your passengers are loaded and you are ready to exit the parking lot please look over your shoulder for oncoming traffic, look for cars backing out of parking stalls towards you and look for cars ahead of you that may be pulling out as well. Use your signal and slowly proceed
- **Pull your vehicle along the curb as far forward as possible** before stopping to unload or load passengers. If students in your carpool group approach the vehicle and attempt to load please motion for them to walk down the sidewalk so you can move forward and allow other vehicles to enter the loading/unloading zone.
- **No Cell Phone Usage** – Do not use cell phones while driving towards or away from the school. Studies show an increase of accidents when drivers are on the phone
- Do Not Enter through the Parking Lot Exit
- Students/Pedestrians/Passengers:
 - **Follow Directions of Adults Working Crossing Guards and Directing Traffic** – Only cross streets at designated crosswalks. Do not step off of the curb to cross until the crossing guard has lifted the stop sign and has motioned for you to cross. Never cross a street unless there is an adult.
 - **Waiting for Pick-Up** - If you are being picked up immediately exit the school, go directly to the area where you are picked up, watch for siblings/passengers of your carpool and remind them to wait in the same area, look for your vehicle, when your ride arrives, if necessary, walk down the sidewalk until the vehicle stops before attempting to open the door and load. Once in the car quickly fasten your seatbelts so the driver can promptly exit and free up space for the many other drivers who are waiting to enter the school.
 - Only open doors and unload/load vehicles once the car is parked alongside a curb.
 - No Running, no playing tag, no throwing rocks or snowballs, no climbing on large rocks, no horseplay.

Bicycles

Students riding bicycles to campus must obey all road and traffic laws pertaining to bicycles. Helmets and other proper clothing must be worn. Students must walk their bikes while on campus. Students must lock their bicycles in the appropriate stations on campus. Bicycles may not be used during school hours and must remain locked up until the end of classes each day. Students riding bicycles are assigned to the blue pick-up time and should be leaving campus by 3:05pm (12:20pm on Fridays).

Walking Students

Walking students will be excused at 3:00 pm M-Th and 12:15 pm F. Walkers must use the designated crosswalks and stay on the sidewalk. Students are expected to respect the property of surrounding businesses.

Drop-off Procedure

To safely and efficiently **drop off** students in the morning, please do the following:

- REMEMBER, during drop off and pick up times, excited students are present. Please use extreme care and caution and follow the 10 MPH speed limit.
- Students may be dropped off starting at 7:45am. PM kindergarten students may arrive starting at 11:55am.
- BEFORE pulling into the drop-off zone, please ensure that students are ready to exit your vehicle. (Coats on, backpacks in hand, kisses planted).
- Pull into the school drop-off zone as close to the curb as possible. Please pull as far forward as you can to expedite the drop-off procedure.
- Please drop off students only in the drop-off zones, not in the street, cul-de-sac, or nearby businesses.
- After dropping off students, please use the exit lane to depart.
- If students are late or tardy, parents must park and walk their students into the school and sign them in at the office.
- If you intend on entering the school to volunteer etc., please drop students off first using proper protocol and then park your vehicle.

Pick-up Procedure

Student pick-up is directed by assigned staff members and volunteers. Parent and students are expected to be conscientious and courteous each day in the process. Parents who need to enter the school must park their vehicles in the south parking lot.

To safely and efficiently pick-up your children up after school is over, please do the following:

- Pick-up begins five minutes after the end of the school day (3:00 standard day, 12:15 early out). Under normal circumstances, please do not pick up your student before the end of the school day.
- AM Kindergarten will be picked up at 11:00am (or 9:55 early out).
- Please hang the colored number card from your rear view mirror. If you lose your card, please obtain a new one from the front office.
- When you enter the parking lot to pick up your student, please pull as far forward as possible.
- Students will be released and helped into the car by assigned staff, faculty, and parent volunteers in the car pool lanes.
- Students are not allowed to leave the curb unless they are entering a vehicle stopped adjacent to the curb or being escorted by an adult to a vehicle parked elsewhere in the parking lot.

Please do not attempt to call your student to your vehicle from across the parking lot.

- No one other than a student's parents or legal guardians may pick up a student from school unless written authorization signed by the parent is provided to the school. In accordance with this policy, parents must register their carpool arrangements with the school. Please inform all authorized persons who will pick-up your students about these guidelines and the pick-up procedure.
- Because of limited parking and tight drive-thru areas, carpools are strongly encouraged.
- If car pool staff finds any unexplained inconsistency or change, students will be kept in the school office while the car is parked out of the way and a parent/guardian is telephoned.
- During the pick-up process, please do not ask the teachers for a status report on students.
- Always exit the property with your students in proper seatbelts.
- Students should remember the following:
 - Do NOT leave the curb until your vehicle is stopped and ready for you to enter.
 - Do NOT leave your loading zone to play with or visit other students.

After School Activity Pick-up

Pick-up time is up to 15 minutes following the end of the activity. Parents should follow the same procedures for pick-up of their students from after school activities as those used during regular school hours. Remember, safety is the first consideration in dropping off and picking up students.