

Parent Drop-Off/Pick-Up Procedures

In order to make our drop-off and pick-up area as safe and effective as possible, please adhere to the following procedures. Thank you in advance for your cooperation and concern.

Drop-Off

1. When you enter the parent loop off of Big Divide Road, please make an immediate right and circle around the loop toward the front of the building.
2. Stay in the far right lane.
3. Please have your child ready to exit the vehicle when you reach the sidewalk area under the awning. Please have your child exit on the passenger side of the vehicle. Once your child has exited the car, you may pull into the left lane and continue toward the exit. Please do so with caution.
4. Because of COVID restrictions and safety guidelines, staff members will not be able to open car doors and help students out of vehicles. If your child cannot exit the vehicle independently, please park in the parking lot and walk your child to the crosswalk. **ONLY CROSS AT THE DESIGNATED CROSSWALK.**
5. There will be staff members on duty to direct traffic for everyone's safety. A staff member will be present in the crosswalk with a Stop sign, please be aware of their presence and their instructions. If they wave you to keep moving, please do so. They will stop you when necessary. Please pull as far forward as possible up to the farthest person on duty.
6. Do not exit your car if you are in the lane of traffic. If you need to walk to the building with your child or visit the office, you must park in the parking lot.
7. **PLEASE DO NOT DROP CHILDREN OFF IN THE PARKING LOT. THIS IS FOR THEIR SAFETY. ALL CHILDREN IN THE PARKING LOT SHOULD BE ACCOMPANIED BY AN ADULT.**
8. If you are walking up to the school, **please only cross in the cross walk by the crossing guard.** Do not walk through the line of traffic by the curb.

Pick-Up

1. When you enter the parent loop off of Big Divide Road, please make an immediate right and circle around the loop toward the front of the building.
2. Stay in the far right lane.
3. Remain in your car. There will be staff members on duty to direct traffic. A staff member will be present in the crosswalk with a Stop sign, please be aware of their presence and their instructions. If they wave you to keep moving, please do so. They will stop you when necessary. Please pull as far forward as possible up to the blue light pole with the farthest person on duty. Once your child has been loaded into your vehicle, you may pull to the left and proceed toward the exit. Please do so with caution.
4. Because of COVID restrictions and safety guidelines, staff members will not be able to open car doors and help students into vehicles. If your child cannot get into the vehicle independently, please park in the parking lot and walk up to get your child. **ONLY CROSS AT THE DESIGNATED CROSSWALK.**
5. If you prefer to walk up to the building to pick up your child, you must park in the parking lot. Teachers must see you before releasing your child so please walk up to the teacher once the class has made their way to the front sidewalk and porch area. **ABSOLUTELY NO CHILDREN WILL BE SENT ACROSS THE CROSS WALK WITHOUT AN ADULT. AN ADULT MUST BE WITH ALL CHILDREN IN THE PARKING LOT. THIS IS FOR THEIR SAFETY.**

Thank you in advance for complying with our drop-off and pick-up procedures. These procedures are in place to keep our students safe. If you have any questions or concerns, please do not hesitate to contact the office.

Thanks!

Mrs. Cummings