KW Families,

Morning Kiss & Go (7:15am-7:30am)

When dropping off students, cars can pull into two designated drop-off lanes at the front of the school. The Kiss & Go area is a safe place for adults in private vehicles to drop off students in the morning. To ensure the safety of all students, the following rules must be observed. If all drivers cooperate, we can provide the students with an efficient and safe transfer.

- Drop off students only in the Drop Zone area.
- **Pull your car as far forward as possible before stopping to drop off.**
- The left lane is reserved for emergency traffic only.
- **Remain in the driver's seat.** A staff member will be available to assist students with opening and closing car doors.
- **In the unloading zone, students should be dropped off on the right (sidewalk) side of the vehicle only; if in the middle lane, students must be accompanied by a staff member. Students in the right lane do not need to wait for a staff member to unload them.**
- Keep goodbyes brief, as other drivers will be waiting to drop off students behind you.
- **Be wary of students crossing from vehicles. Yield to pedestrians in the crosswalks. Follow the directions provided by the crossing guards.**

After-School Dismissal (1:41pm)

If using the pickup lanes at the front of the school, cars may pull into the two designated pickup lanes (the center and right lanes). This area is safe for adults in private vehicles to pick up students after school. To ensure the safety of all students, the following rules must be observed. If all drivers cooperate, we can provide the students with a safe and efficient transfer.

- **Place your pick-up sign (student name/teacher name) for staff in the bottom-right corner of the windshield, and pull your car all the way forward.**
- **The left lane is reserved for emergency traffic only.**
- **The center lane is for all 1st through 5th graders with no kindergarten siblings. Students MUST wait for a staff member to walk them safely to the center lane and into the car.**
- **The right line is for kindergarten students and their siblings only.**
- Students will enter the cars from the right (sidewalk) side of the vehicle only.
- Remain in the driver's seat. A staff member will be available to assist students with opening and closing car doors.
- **Be wary of students crossing to vehicles. Yield to pedestrians in the crosswalks. Follow the directions provided by the crossing guards.**

~If your student walks or rides a bike (scooter, etc.) they will be dismissed through the front gates. (40's and 50's Pods: West Gate; 60's, 70's, and portables: East Gate)
~All SafeKey students will report directly to SafeKey once dismissed.
~Kindergarten students' siblings will walk out with their class and then report to the kindergarten valet area (located at the kindergarten playground gate next to the building) to meet their younger siblings.

If a child has not been picked up, they will be brought to the front office. If students are not picked up by 1:55pm, parents/guardians must show ID to the office staff before picking up students. **Please note:** For students not registered for SafeKey, the CCSD After School Plan will be followed. This will include a Required Parent Conference with an administrator.

We appreciate your cooperation in making our school grounds safe for students and the community.

Student safety is our number one priority. Thank you for your cooperation.

Sincerely,

Mrs. Fonte & Mrs. Mears