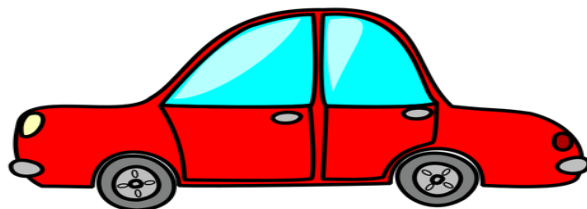


Highland Morning Drop-Off: Helpful Reminders for Families



At Highland elementary, your child's safety is our top priority. We have a short list of procedures that we would ask you to follow each morning when dropping your child off at school. By following these procedures, our car-rider line should flow smoothly; and more importantly your child will be safe.

1. **Use the back loop.** Express drop-off begins at 7:00 a.m. in the back of the school. Please stay in the right lane of the driveway. Highland staff will be there each morning to greet your child.
2. **Pull all the way forward.** We know everyone would love to drop off right at the door, but using the entire unloading zone helps our line move much faster! Please pull all the way to the cone or directly behind the vehicle in front of you. This allows more Scotties to unload safely at the same time.
3. **Exit on the passenger side.** When possible, have your child sit on the passenger side of the vehicle so they can step directly onto the sidewalk without crossing in front of your car.
4. **Be ready to go.** Please have backpacks and belongings close by so your child is ready to exit when your vehicle stops. Students can put on their backpacks once they are safely on the sidewalk. This helps keep the line moving!
5. **Encourage independence.** When you reach the unloading zone, students who are able should open their own door and exit independently. Our staff will gladly assist whenever needed.
6. **We'll take it from here!** Once your child is safely on the sidewalk, Highland staff will make sure they get safely into the building. You can focus on the vehicle in front of you and continue through the line.
7. **Please stay in line.** For everyone's safety, remain behind the vehicle in front of you and do not pass or go around other cars in the drop-off line.
8. **Need a little extra assistance?** If your child needs you to walk with them, please park in a marked space in the front parking lot. Once parked, you may walk your child to the crosswalk or front door.
9. **Arriving after 7:30 a.m.?** Please come inside through the front of the building to sign your child in.



Need Help? Call Highland at (270) 659-0432. We're here to help!