

IMPORTANT

Jefferson Primary Center – KINDERGARTEN ONLY Drop Off and Pick-Up Procedures 2026 - 2027

Please be sure to read through the following drop off and pick up safety procedures. Drop-off and pickup are a concern to all of the safety conscious. We ask that you not compromise the safety of our children, and others at Jefferson, for the sake of saving a few minutes. Please model for our children, through good example and common sense, the appropriate procedures for the morning and afternoon. Together, we can encourage safety consciousness in our children by our actions and examples. You are encouraged to share these procedures with anyone who you have identified as a person who is able to pick up your child(ren).

DROP OFF 8:15 AM to 8:25 AM:

CAR LINE:

- **Enter the Jefferson Elementary School driveway**, which leads to the pool lot. PULL UP as far as you can to where staff will be there to assist your student; **however, if they cannot exit the car independently, please review the outline below for parking.**
- Your child should be sitting on the passenger side of the vehicle, demonstrating they are ready to exit. You cannot exit your vehicle when in the car line to assist your child. Pets should not accompany you in the car. If your pet must travel in the car with you, please follow the directions below for parking. Please refrain from bringing pets to the drop off area.
- Please be prepared to say a quick “good-bye” when you stop your vehicle. A delay results in a back-up and potential danger. If you choose to wait with your child or if your child requires assistance to exit the car, pull through and park in the second row of parking spaces in the pool lot designated for parent parking.
- After being dropped off along the curb, students will walk up the driveway, on the sidewalk, and gather in the cafeteria.

PARKING AND WALKING: Enter the Jefferson Elementary School driveway.

Instead of stopping in the car line, proceed through to the pool lot parking lot. Walk with your child to the Jefferson Elementary Cafeteria and hand off your child to a staff member who will be stationed at the door.

Be sure to park legally. Handicapped Parking spots will be enforced. These spaces do not allow for a complete turnaround and, therefore, vehicles will need to back out of the space. This creates a dangerous situation for our children and drivers. We ask

that you avoid parking on Ashwood Avenue and do not cross against the traffic. This is a safety concern.

If you arrive late (after 8:25 AM) you will need to park and walk to the Primary Center Entrance to sign your child in for the day. Do not drop your child off at Jefferson Elementary when the classes have already entered the building. Please do not use the Jefferson Elementary School entrance as you will not be permitted to walk through the building.

PICK UP

PICK UP 3:15pm: All cars picking up students after school must use the Pool Parking lot. The speed limit is 5 M.P.H. Park in the middle row of spaces. If possible, it would be best to back into a space, prior to student dismissal, allowing for the safest exit when students are present.

Parking or idling in front of Jefferson Elementary School is not permitted. This is used by buses for transportation. Any parking here will cause a back-up of traffic attempting to enter the driveway.

We will not dismiss a child to an unknown or undesignated individual. If there is a change in your child's dismissal, please send in a note, signed by you, to the classroom teacher. **Emails are not accepted.** If there is an emergency that requires a dismissal change, please call the Primary Center office and inform Mrs. Englese of the change. These phone calls and dismissal changes are accepted on ***an emergency basis only.***

Dismissal (Good Weather):

- Classes will dismiss on the blacktop
 - Blacktop near the basketball hoop: Jordan/Gibbons/Curran
 - Near the stadium seating: Saley/McArdle/Madden

Dismissal (Inclement Weather):

- Classes will dismiss directly from the Jefferson Elementary School building:
 - Cafeteria Door (to the right of the Main Entrance): Jordan/Gibbons/Curran
 - Main Entrance doors: Saley/McArdle/Madden

Each child will be dismissed directly to a parent or designated person with a placard issued by Mrs. Englese.

District Dismissal Policy states that students will not be dismissed unless you or a designated person is present. If a new individual is picking up your child, this change requires a written note, signed by you. If an adult arrives to pick up a child that is not designated, we will bring the child to the Primary Center office to contact the parent or guardian.

The Pool Lot is a heavily trafficked area, and adult supervision of children is necessary at all times. When leaving the pool lot, please drive to the rear of the lot and exit through the last row, farthest from the school, using the pool drive only for exit. Please be alert and watch for students who may be walking.

Students who remain after 3:30 PM will be escorted back into the building to wait for parent pick up at the Primary Center. If you anticipate being delayed, please call the Primary Center office and alert Mrs. Niebanck so we can alert staff and let your child know.

Kindergarten Program

Drop Off at Jefferson School	8:15 AM to 8:25 AM
Instruction Time	8:30 AM to 3:15 PM
Pick Up at Jefferson School	3:15 PM