

Elementary Drop-off and Pick-up Procedures

KINDERGARTEN TO 5TH GRADE

Before-school Drop-off Procedures:

Elementary front doors will unlock at 7:45 a.m., so arrival before this time will result in a longer wait-time to drop off your child(ren). Morning drop-off for grades K-5 is in the front of the building, and this is for drop-offs only. **Parents/Guardians are not permitted to walk students into the building in the morning.** During morning drop-off there is a staff member at each entrance.

If you have elementary students AND middle school and/or high school students, you may also use the elementary drop-off in the front of the building. If you do not have elementary students, then all high school and middle school student drop-off is in the back of the building.

After-school Pick-up Procedures:

Parents/Guardians of students who are to be picked up from school must follow the following Procedures.

- 1. A sign-up table for placards will be set up at Open House, or you may call the Elementary Office to obtain a placard. You will be asked to complete a form identifying up to four people who are permitted to pick-up your child(ren) from school, however, no more than two placards will be issued per family. If two placards are not needed, please let us know at the time of sign-up. If you have a placard from last year, you will be issued a new placard for this school year, and we ask that you destroy the old placard. Please call the office if you no longer plan for your child(ren) to be a pick-up so that your number may be re-assigned.
- 2. Once you receive a placard, it must be displayed in your car windshield when you arrive each day to pick up your student(s). No student(s) will be permitted to enter a car without a placard. **Cars with no placards must park and report to the Elementary Office for pick up.**
- 3. Students will be dismissed at 2:40PM for pick-up, and please realize that arriving earlier than this time will create a longer wait-time for you before your child is sent out. A staff member will be calling out placard numbers as cars arrive and student(s) will be sent out at that time and placed in cars. Your child(ren) will have a card with a number that corresponds to your placard number as they leave the building.
- 4. **We ask that if you want to help your child buckle in, please pull into a handicap parking spot to do this as it slows down the pick-up process. To alleviate this, please review with your child how to buckle themselves in.**